

Diploma Delivery Request Form

Please complete this form if your convocation ceremony was within the past year. After this time any unclaimed diplomas are confidentially destroyed and require a diploma replacement request. If a replacement is required, please submit an order via Parchment Ordering Services.

Instructions


1. Complete and save this form to your computer. Digital signatures are accepted.
2. Log in to your Mosaic Student Centre. Select 'My Academics' and choose **Service Requests**.
3. **Select 'Create New Request' and select 'Diploma Delivery'.**
4. Attach this form and any supporting documents to your service request.
5. Return to the Service Request page to monitor updates.

Please select the option that applies to you:

Less than one year has passed since your Convocation

You have been approved for early conferral

Student Information	
Name on Student Record	Date of Birth (YYYY/MM/DD)
Current Name (if applicable)	Student ID #
Email	Telephone Number
Mailing Address	
City	Province
Country	Postal Code

Pick-Up or Delivery	
<p>1. Pick-Up (Please check the Registrars Office website for current hours)</p> <p><i>*If you are authorizing someone to pick up your diploma on your behalf, please put their name in the comments in the Service Request. Photo ID will be required for all pick-ups.</i></p>	
<p>2. Courier Service</p>	

Mailing address (if different from page one)	
Address:	
Address:	
City:	Province:
Country:	Postal Code:
Phone #:	

Important information

- Diploma mailing for current year graduates is available approximately one month after the final convocation ceremony.
- It is important to add your signature to the last page.
- ☐ I will receive a diploma at a regular convocation ceremony unless otherwise approved.

By signing below, I certify that all of the above statements are correct and complete, and that any misrepresentation of these data may result in the cancellation of my admission and/or registration status.

Student's Signature

Date

FIPPA Notice

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.