

**REGISTRAR'S OFFICE**

222 St. Patrick Street Toronto, ON M5T 1V4, Phone (416) 596-3101  
FAX (416) 596-3122 or (416) 596-3180

**REQUEST FOR DIPLOMA PICK-UP OR BY COURIER**

**DIPLOMAS MUST BE REQUESTED BY THE STUDENT WITHIN 1 YEAR OF GRADUATION.**

*Correct and complete information is needed for efficient processing. Incomplete forms will cause delays in processing.*

**PERSONAL INFORMATION:**

SURNAME OF GRADUATE		PREVIOUS NAMES (While attending Michener)
FIRST NAME		MIDDLE NAME
STREET	APT.	PROGRAM (FULL-TIME STUDIES ONLY)
CITY		YEAR OF GRADUATION
PROVINCE	POSTAL CODE	STUDENT NUMBER
HOME TELEPHONE	WORK TELEPHONE	
E-MAIL ADDRESS		

**PICK-UP OR MAILING INSTRUCTIONS:**

<p>*I wish to pick up my diploma/certificate on: _____ (provide date and time) <b>*You will need to show photo id.</b></p> <p><b>Signature required upon receipt of diploma</b></p>	<p><b>You may pick up your diploma after July 6, 2012.</b></p> <p>If you are sending someone on your behalf to pick up the diploma, please write their name and relationship here:</p> <p><b>*Name:</b> _____</p> <p><b>Relationship:</b> _____</p>
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<p><b>Mailing Charges – Please allow 4 to 6 weeks after graduation for Shipping.</b></p> <p>*Shipping and Handling GTA Ontario <b>\$27.00</b></p> <p>*Shipping and Handling Rest of Canada <b>\$27.00</b></p> <p>*Shipping and Handling Out of Country <b>\$47.00</b></p> <p><b>Total Payment:</b> _____</p>	<p><b>COMPLETE MAILING ADDRESS (Please write clearly):</b></p>
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<b>Signature:</b> _____	<b>Date:</b> _____
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**Payment Method:**

<input type="checkbox"/> Bank Debit Card (in person only)	<input type="checkbox"/> Money Order (payable to Michener)
<input type="checkbox"/> Cash (in person only. Do not mail cash)	<input type="checkbox"/> Certified Cheque
<input type="checkbox"/> Visa #	_____
<input type="checkbox"/> M/C #	_____

Expiry Date: \_\_\_\_\_

## REQUEST FOR DIPLOMA PICK-UP OR BY COURIER

### **Diploma Requests are subject to the following conditions:**

- 1) Diplomas cannot be provided to the student before the convocation date. Should the student require proof of program completion before convocation, they must contact the Office of the Registrar & Student Enrolment to request a letter confirming that they have completed all academic requirements necessary to graduate.
- 2) The name that appears on the diploma/certificate will be the name that is currently in the student's record, and is usually the name that was provided at the time of registration/application into the program. Students who wish to change their name in their record must submit the required documents to the Registrar's Office at **least one month prior** to the end of their study period.
- 3) **This form is for full-time diploma programs only.** Graduate certificates for part-time programs are mailed throughout the year following completion of the program requirements. Students are responsible for immediately informing the Registrar's Office of any changes to their mailing address.
- 4) **Only one diploma/certificate per student, per program, is awarded.** In case of loss, theft, or destruction, a replacement diploma may be obtained by submitting a sworn affidavit\* and payment of \$50.00 to the Office of the Registrar & Student Enrolment. Preparation of the document may take 6 to 8 weeks. When the diploma is ready, the student will be contacted and they will be given the option of coming to Michener to pick it up or it can be mailed to the student.
- 5) Students who do **not** attend convocation must make arrangements to collect their diploma **within one year** from the convocation date. **Students who do not collect their diploma within this time frame will need to request a replacement diploma and provide payment as outlined in the previous paragraph.**

***\*An affidavit is a document containing a statement or declaration that is sworn and signed before a lawyer, a commissioner of oaths, or a notary public.***