



www.ocadu.ca
 Office of the Registrar
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 EMAIL: Regservices@ocadu.ca

Request for Duplicate Diploma/Certificate

Student Information (Please Print)

NOTE: Official documents and records will not be released if you have any outstanding accounts at the university.

Last Name		First Name		OCAD U Student Number	
Former Surnames (if applicable)				Birthdate (YYMMDD)	
Current Mailing Address					
Apt/ Unit#	Street #	Street Name		City	
Province		Postal Code		Country	
Home Phone Number		Alternate Phone Number		Personal Email Address	
I declare that I am the individual named above and that this is my signature. I authorize OCAD University to release the information requested below.					
Student Signature				Date	
Number of Copies Requested: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ _____					
<p><u>\$70.00 (CDN) per copy:</u></p> <p><input type="radio"/> Undergraduate (AOCA, AOCAD, BA, BFA, BDes) <input type="radio"/> Master's (MA, MFA, MDes) <input type="radio"/> Postgraduate</p>			<p>Faculty: _____ Program: _____ Graduation Date (mm/yyyy): _____</p>		
<p><input type="radio"/> I will pick up my diploma(s)/certificate(s)</p> <p><input type="radio"/> I authorize _____ to pick up my diploma(s)/certificate(s).</p>					
<p>Mail to: <input type="radio"/> Regular Mail (no additional charge)</p>			<p><input type="radio"/> Courier (Canada \$35/ United States \$50/ International \$100) Recipient phone number required:</p>		
Name					
Street #		Street Name		Apt/ Unit#	
City		Province			
Postal Code		Country			
OFFICE USE ONLY					
Received By	Date Received	Fees Owing/Library	Date Completed	Student Notified: Emailed/Phoned	Date Sent

NOTES

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD University records. These records are only viewed by OCAD University administrative staff and not released to any other parties.

- 1. Allow 6 to 8 weeks to process.
- 2. A diploma/certificate will not be issued if you have outstanding accounts at the University.
- 3. Fees are non-refundable.
- 4. Student records are confidential and diplomas/certificates are issued only upon written request from the student.

- All diplomas/certificates are issued in the format currently used and bear the signatures of current officials
- “Duplicate degree/diploma issued” will be printed on the diploma/certificate

METHOD OF PAYMENT:

<input type="radio"/> Cheque	Total Amount	_____																					
<input type="radio"/> American Express	Name on Credit Card	_____																					
<input type="radio"/> MasterCard																							
<input type="radio"/> Visa	Credit Card Number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
	Credit Card Expiry Date (MMYY)	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>																					

The information provided above is true and does not contain any false or misleading facts.

I authorize OCAD University to charge the above amount for the payment of diplomas/certificates to my credit card.

Cardholder Signature _____

OFFICE USE ONLY (Diploma/Certificate)		
Date: _____	Student ID: _____	Student Name: _____
Number of diplomas/certificates (\$70 per copy) _____		
<input type="radio"/> Courier \$35 \$50 \$100		
Total Amount	_____	