

Request for Replacement Parchment

Please print clearly and complete all areas below.

Important notices:

- Send request for undergraduate and graduate (Fredericton and Saint John) replacement parchment to the Registrar's Office (Fredericton campus) by email (registrar@unb.ca), by mail (3 Bailey Drive, Fredericton, NB, E3B 5A3) or in person.
- A completed form and fees are required before parchment is processed. The cost per replacement is **\$50** plus any additional mailing costs (if applicable). Please refer to the "What should we do with your order" section.
- Normal processing time is 6 weeks. An e-mail will be sent to you when your request is completed.
- Replacement parchment will bear the signature of the current President, Secretariat, Registrar and Dean, as well as a "Parchment Reprint" stamped on the back of the parchment with the date of the reprint.

Name: _____ UNB Student ID Number: _____

Phone: _____ E-mail: _____

Complete the section below to order a replacement parchment.

Replacement Parchment – one replacement parchment will be issued, please select diploma type:

Certificate

Bachelors

Master's

PhD

Select which option is applicable:

Original parchment was lost, damaged or destroyed. *

Official name change. Please submit official documentation, such as a passport, marriage certificate or birth certificate.

Chosen Name change.

Request for LLB to JD conversion.

Indicate if the original parchment is enclosed. Yes No *

*A statutory declaration form must be completed for a replacement parchment if the original parchment is not attached. This form is on page 2.

What should we do with your order? Select one.

Hold for pick up at the Fredericton Registrar's Office (1 piece of identification required for release).

Mail to the following address.

Send by courier (additional courier charges: **\$30** within Canada, **\$55** international).

Mailing address: Street _____ City _____
Province/State _____ Country _____ Postal Code/Zip _____

Program Completion Information:

Year Completed _____ Certificate/Diploma/Degree Granted _____

I wish to have my student record updated with my current address provide above. Yes No

Payment Information

Total Amount \$ _____

Registrar's Office Payment Options <https://www.unb.ca/fredericton/registrar/students/registrar.html>

CONTACT INFORMATION: registrar@unb.ca, Phone +1 506 453 4864, Fax +1 506 453 5016
Registrar's Office, Sir Howard Douglas Hall, 3 Bailey Drive, Fredericton, NB, Canada E3B 5A3

Statutory Declaration

Justification for Replacement Parchment

Please print

I, _____, of the City of _____ in

the Province of _____ do solemnly declare that:

1. My legal name:

a. Is as shown above OR

b. Is _____

2. My name on University of New Brunswick records when the parchment was issued

a. Was as shown above OR

b. Was _____

3. I am unable to return the parchment originally issued to me by the University of New Brunswick because it has been:

Lost

Damaged

Destroyed

In the following circumstances: _____

4. That I make this declaration for the purpose of identifying myself to the University of New Brunswick and to qualify for the issuance of a replacement parchment certifying my status as having graduated with the degree of _____ in the year (for example, 2013) of _____ in the academic group (Dept/Faculty) of _____

I HEREBY UNDERTAKE to return to the Office of the Register the original parchment should it be found or returned to my possession.

I MAKE THIS SOLEMN DECLARATION that this is true and that it is of the same force and effect as if made under oath and that it was freely given.

Signature of Declarant

Address of Declarant:

Telephone Number: _____

Declared before me in the City of _____
in the _____ Province of _____
this _____ day of _____, 20 _____.

Signature of Commissioner of Oaths/Notary Public

Name of Commissioner of Oaths/Notary Public
(please print)

Please affix stamp or seal if applicable