

GRADUATION DOCUMENT REISSUE APPLICATION FORM

VALID RECEIPT WITH CASH REGISTER IMPRINT
Account No. 1-11-10041-5219 (HK 11)

Complete this form if you require an additional or replacement copy of your graduation award (degree, diploma or certificate). Complete the 'Degree/University Amendment Application Form' if your award name has changed since you graduated (e.g., you graduated with a Bachelor of Applied Arts and received a letter from Ryerson informing you that you are eligible to have your degree amended retroactively to a Bachelor of Fine Arts).

- 1) Complete the form and return with the \$70 Application Fee (cheque or money order, payable to Ryerson University) to the Student Fees Office, Ryerson University, 350 Victoria St, Toronto, ON M5B 2K3. Your form will be forwarded to the Curriculum Advising Office from there.
- 2) Use the name that you attended Ryerson under. If you would like a different name to appear on your new document, fill out the section near the bottom of the form and enclose official documentation that verifies your name change. (e.g. marriage certificate, legal name change document). PLEASE NOTE: Your name cannot be changed on your academic record (i.e., transcript).
- 3) Please allow eight to ten weeks for processing. Your new document will be mailed to you at the address you indicate below. (Please note, Ryerson cannot assume responsibility for documents lost or damaged in the mail.)

Student ID No. _____ Date of Birth: _____
Day Month Year

First Name(s) _____ Last Name _____

Suite/Apt. No. _____ No. and Street Address _____ City/Town _____

Province/State _____ Postal/Zip Code _____ Country _____

Phone No. (day) _____ Email Address _____

NAME AS YOU WANT IT TO APPEAR ON REPLACEMENT DOCUMENT: Print clearly using upper and lower case letters, hyphens, periods, accents, apostrophes and proper spacing.

Graduation Award Received (e.g., *Bachelor of Applied Arts*) _____ Program and Option if applicable (e.g., *Film Studies*) _____ Date of Graduation _____

MANDATORY DECLARATION: All information contained on this form is accurate and true. If I do not return my original award, I hereby agree to destroy it (amendments only).

SIGNATURE _____ DATE _____

OFFICE USE ONLY

VERIFICATION OF ELIGIBILITY: YES NO RPI RPU RU WHD HONOURS: INITIALS: _____

DATE ORDERED: _____ INITIALS: _____ DATE SENT: _____ INITIALS: _____

RYERSON UNIVERSITY

CURRICULUM ADVISING
350 Victoria Street, Toronto, Ontario, Canada M5B 2K3
www.ryerson.ca/curriculumadvising | gradinfo@ryerson.ca | Tel: 416-979-5151

To learn about Ryerson's Policy on the protection of personal information visit
www.ryerson.ca/privacy
07/21/10

VISA MASTERCARD AMEX

Card Number: _____

Name on Card: _____

Expiry Date: Month _____ Year _____

I authorize Ryerson University to charge \$ _____ for the payment of my Document Reissue to my VISA / Mastercard / American Express (AMEX) account. I acknowledge that my Document Reissue request will not be processed in the event of a declined credit card transaction.

CARDHOLDER SIGNATURE

STUDENT NUMBER