

IMPORTANT: PLEASE READ INSTRUCTIONS PRIOR TO COMPLETING THIS FORM

A. PERSONAL DATA

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Student I.D. Number:

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Date of Birth (dd/mm/yyyy)

First Name (s) _____

Last Name _____

Previous Name(s) (if applicable) _____

Telephone No. (day/cell) _____

E-mail Address _____

Address Line 1 _____

Address Line 2 _____

City, Province/State _____

Postal/Zip Code _____

Country _____

Replacement HK 11 1-11-10041-5219
Amendment HK 42 1-11-12028-5250
Courier HK 166 1-11-12041-5249

B. REQUEST INFORMATION

Graduation Award Received (e.g. Bachelor of Applied Arts, Diploma, Certificate) _____

Graduation Date (mm/yyyy) _____

(N/A for Diploma, Graduate Studies or Certificate students)

Program and Major (e.g. Business Management, Accounting) _____

Received Honours/With Distinction?

YES

NO

NOTE 1: Your name as it currently appears on your student record is the name that will be printed onto your reissued graduation award document.

NOTE 2: All reissued award documents will be produced using the current Ryerson University printing standards, graphics and signatures.

NOTE 3: PLEASE ALLOW UP TO 8 - 10 WEEKS FOR PROCESSING TIME (NOT INCLUDING MAILING TIME).

Replacement Document:

My original award document was damaged (original document enclosed). HK 11 (1-11-10041-5219)

My original award document was lost/destroyed/stolen (Statutory Declaration enclosed). HK 11 (1-11-10041-5219)

I have officially changed my name (Personal Data Change Form with either the original award document or Statutory Declaration enclosed). HK 11 (1-11-10041-5219)

Amended Document:

The degree/credential of the program I graduated from has been changed (original award document enclosed). HK 42 (1-11-12028-5250)

My original award document was issued before Ryerson became Ryerson University (original award document enclosed). HK 42 (1-11-12028-5250)

I declare that all the above statements and attached documents are accurate and true. I understand that reissued award documents that are not retrieved (couriered or picked up) within one year of the reissue date, will be destroyed.

Signature: _____

Date: _____

Note: For the protection of the privacy of your credit card information - Please Do Not Email a Copy of this Form to Us.

C. FEES

COURIER DELIVERY

HK 166 (1-11-12041-5249)

Replacement Document (\$70.00 each)	Ontario - \$10	USA - \$40
Amended Document (\$70.00 each)	Canada - \$25	International - \$50

TOTAL PAYMENT

Documents Fee _____ x \$70

Pick-Up Option

Courier Charges \$ _____

I will pick up my documents at the Ryerson University ServiceHub.

Total Charges \$ _____

Note: Ryerson will not be held responsible for documents lost or damaged in the mail.

Curriculum Management Office Use Only

Original Returned

Statutory Declaration

Amendment:

No

Yes (indicate amendment): _____

Comments:

Initials

Date

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/America Express (AMEX) account. Credit card only. Debit cards are not accepted. I acknowledge that my request will not be processed in the event of a declined credit card transaction.

CARDHOLDER SIGNATURE

STUDENT NUMBER

STATUTORY DECLARATION

Justification for Reissued Award Document

Please Print.

I, _____
of the City of _____ in the Province of _____
do solemnly declare:

1. That my true and legal name is shown above.
 2. That my name on Ryerson University records was as shows above or was _____
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3. That I am unable to return the award document originally issued to me by Ryerson University because it has been lost, destroyed or stolen.
 4. That I make this declaration for the purpose of identifying myself to Ryerson University and to qualify for the issuance of a replacement award document certifying my status as having graduated with the Certificate, Diploma or Degree of _____, in the year of _____.
 5. Sign the form in the presence of a Commissioner of Oaths.
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COMMISSIONER OF OATHS (please read)

A Commissioner of Oaths has the power to administer oaths by legislation of regulation. In addition to a person authorized by the Minister of Justice to act as a commissioner of oaths, the following, by virtue of his/her status, may receive oaths: court clerk and deputy clerk; lawyer; notary; mayor; clerk, and secretary-treasurer in all municipalities, but only within the limits of his/her municipality; the Secretary General, associate secretary general, and associate secretary of the National Assembly; justice of the peace.

Please Note: If you reside within Toronto, ON, your Statutory Declaration Form can be signed (free of charge), upon request, by your city councillor who is authorized to be a Commissioner of Oaths - they offer this service to their constituents. Other cities may also offer this service.

<p>Declared before me at the City of _____</p> <p>in the Province of _____</p> <p>this _____ day of _____ 20_____</p> <hr/> <p>Commissioner of Oaths</p> <hr/> <p>Declarant</p> <p>Note: Declarant must sign this form before a Commissioner of Oaths</p>	<p>Commissioner Contact Information:</p> <hr/> <p>Name (please print)</p> <hr/> <p>Telephone Number (including area code)</p> <hr/> <p>Please affix stamp / seal below.</p>
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- A graduation award document is an official document. As such, only one original award document may exist and it must reflect your true and correct personal legal / official name.
- All replacement and amended graduation award documents will be produced using current **Ryerson University** graphics, printing standards and signatures.
- If you are requesting a replacement graduation award document due to a legal / official name change, you must submit the attached [Personal Data Change Form](#) with documentation to substantiate the name change.
- **Replacement Document:** regarded as an original award document. The document will indicate the original conferred date and the replacement reissued date with the statement: “issued to replace original”.
- **Amended Document:** regarded as an original award document which will reflect the updated degree designation and / or program name (e.g. Bachelor of Technology to a Bachelor of Science). An amended award document will only be issued if eligibility requirements are met. It will indicate the original conferred date and the amended reissued date with the statement: “issued to replace original”. If you are not eligible for an amendment, you will receive a replacement document of your original award. Your original award document will not be returned.

Note: Ryerson has approved the use of the Honours designation for many of its undergraduate degree programs. All alumni who graduated as of Spring (June) 2011 with one of the eligible degrees, may choose to have their graduation award document amended to reflect the change in credential. Eligible programs/majors will be changed from e.g. Bachelor of Science to Bachelor of Science (Honours). Complete details of the eligible degrees/majors can be found on our website.

- **Statutory Declaration:** statements of facts that are written and sworn by the declarant before individuals who are authorized to administer oaths such as a Commissioner of Oaths. A person that makes a false declaration can be charged with perjury under Section 131 of the Criminal Code of Canada.

Note: Reissued award documents that are not retrieved (couriered or picked up) within one year of the date of the reissue date, will be destroyed. This includes any documents that may have been couriered by request but are returned by the courier to Ryerson University as being undeliverable.

INSTRUCTIONS

1. Complete sections A, B, and C on the form.
2. If you are requesting a replacement or an amendment, you must submit your original award document with your application form. If your original graduation award document is no longer in your possession, you must submit the Statutory Declaration form (complete with a signature and stamp / seal from a Commissioner of Oaths or a Notary Public) attesting to the fact that the original has been lost, stolen or destroyed.
Please Note: If your original award document or a Statutory Declaration is not attached with your application, your request will not be processed.
3. Submit the application with payment to Curriculum Advising, POD 355, Ryerson University, 350 Victoria Street, Toronto, ON M5B 2K3 or send by fax to: 416-979-8097.

Please Note: Ryerson University adheres to the protocol for the Privacy of Credit Card Information. Therefore payment information (via VISA, Mastercard or AMEX **credit card**) can only be accepted if this form is received via mail or by fax: 416-979-8097.

4. Please allow up to 8 - 10 weeks for processing time. If you have selected the pickup option, you will be sent an email notification when your document is ready for pick up. Your document will be available at the ServiceHub, Jorgensen Hall – 1st floor (POD-150), at 350 Victoria Street, Toronto, ON M5B 2K3.

MORE INFORMATION:

For more information on Graduation Award Document Reissues please refer to:

www.ryerson.ca/curriculumadvising