



Enrolment Services, Service Centre

Replacement Parchment Request

Student Name: \_\_\_\_\_

Student Number (if known): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Reason for Request (Mandatory) – You must state why you are requesting a replacement parchment. For example: lost, destroyed, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please choose one of the following options:

- Parchment to be picked up at the Service Centre (McNally Main 108)
- Parchment to be mailed to: \_\_\_\_\_  
\_\_\_\_\_

Please return completed form and payment to the Service Centre by e-mail ([service.centre@smu.ca](mailto:service.centre@smu.ca)) or by mail to the following address:

Service Centre, Enrolment Services  
Saint Mary's University, 923 Robie Street  
Halifax, NS B3H 3C3 Canada

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$50.00 plus HST (\$57.50)  
Please allow 6-8 weeks for processing.

Date received: \_\_\_\_\_ Payment received: \_\_\_\_\_



## Replacement Parchment Payment Information