

REQUEST FOR DIPLOMA PICK-UP OR BY COURIER

Diploma Requests are subject to the following conditions:

- 1) Diplomas cannot be provided to the student before the convocation date. Should the student require proof of program completion before convocation, they must contact the Office of the Registrar & Student Enrolment to request a letter confirming that they have completed all academic requirements necessary to graduate.
- 2) The name that appears on the diploma/certificate will be the name that is currently in the student's record, and is usually the name that was provided at the time of registration/application into the program. Students who wish to change their name in their record must submit the required documents to the Registrar's Office at **least one month prior** to the end of their study period.
- 3) **This form is for full-time diploma programs only.** Graduate certificates for part-time programs are mailed throughout the year following completion of the program requirements. Students are responsible for immediately informing the Registrar's Office of any changes to their mailing address.
- 4) **Only one diploma/certificate per student, per program, is awarded.** In case of loss, theft, or destruction, a replacement diploma may be obtained by submitting a sworn affidavit* and payment of \$80.00 to the Office of the Registrar & Student Enrolment. Preparation of the document may take 6 to 8 weeks. When the diploma is ready, the student will be contacted and they will be given the option of coming to Michener to pick it up or it can be mailed to the student.
- 5) Students who **do not** attend convocation must make arrangements to collect their diploma **within one year** from the convocation date. **Students who do not collect their diploma within this time frame will need to request a replacement diploma and provide payment as outlined in the previous paragraph.**

****An affidavit is a document containing a statement or declaration that is sworn and signed before a lawyer, a commissioner of oaths, or a notary public.***