



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 (\$57.00)  
Please allow 6-8 weeks for processing.

<b>Office Use Only:</b>	<b>Date received:</b> _____	<b>Payment received:</b> _____
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