



Registrar's Office
282 Cummer Avenue
Toronto, ON M2M 2E7
Phone: (416) 482-2224; Fax: (416) 482-7004
Website: www.mcs.edu

Certificate/Diploma/Degree Replacement Form

Name while attending College: _____

Name (as you want it to appear on the degree/diploma/certificate):

Address: _____
Street / P.O. Box # Apt #

City Province/State Postal/Zip Code

Phone Number: () _____ Email Address: _____

Program of Study: _____ Year Graduated: _____

The cost of replacing a certificate, diploma or degree is \$25.00. Please indicate below how you will pay for this amount.

- Cheque Money Order Cash Credit Card (Complete section below)

Name on the Charge Card: _____
Visa Card # Expiry 3-digit Security Code
MasterCard # Expiry 3-digit Security Code
Signature of Card Holder: _____ Date: _____

Mailing and/or alternate delivery (Please check ALL applicable boxes)

- Hold for pick up Regular Mail Other: (Special delivery - please see Note below)

NOTE: It may take up to 30 days to process this request since the document requires signatures of individuals who are not regularly at the Main Campus. If you need this document within two weeks of requesting it, you will need to pay any additional handling charges that are incurred by Master's in obtaining these signatures. If paying by credit card, your signature on this form provides permission to charge the additional expenses to your credit card. If paying by cheque or money order, please contact the Registrar's Office to determine the additional charges that will be incurred. Additional charges must be paid prior to the document being sent.

Signature: _____ Date: _____

Office Use Only
Approved: _____ Date Sent: _____
Registrar's Office
\$25.00 Fee Paid: Yes No Copy to File: Copy to Student: Copy to Director of Communications: