



Registrar's Office
780 Argyle Street
Peterborough, ON K9H 5T2
Phone: (705) 749-0725; Fax: (705) 749-0417
Website: www.mcs.edu

Certificate/Degree/Diploma 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.

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

Form box containing fields for Name on the Charge Card, Visa Card #, MasterCard #, Signature of Card Holder, Exp., and Date.

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

- Checkboxes for 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 for providing this document within two weeks. Additional charges must be paid prior to the document being sent.

Signature: _____ Date: _____

Office Use Only section with fields for Approved, Date Sent, Registrar, \$25.00 Fee Paid, Copy to File, Copy to Student, Copy to Director of Communications.