

Office of the Registrar
 100 College Drive, P.O. Box 5002, North Bay ON P1B 8L7
 Phone: (705) 474-3450 ext. 4514 Fax: (705) 495-1772
 E-mail: graduation@nipissingu.ca

PLEASE PRINT CLEARLY

<p style="text-align: center;">PLEASE READ THIS PRIOR TO PLACING YOUR REQUEST.</p> <ul style="list-style-type: none"> All diploma/degree requests, including duplicate requests, are not refundable. Degree replacement may take up to two weeks to process following receipt of completed form and payment. The cost of each diploma is \$35.00. Payment is required prior to your request being processed. Optional Additional Mailing Charges: <u>Courier Charges</u> \$8 if in Ontario \$20 if in other Canadian provinces \$30 anywhere in the United States \$50 all other countries <u>Fax Charges</u> \$4 per fax number Incomplete information may delay or prevent the processing of this request. Outstanding fees will prevent release of diploma. See Reverse for Protection of Privacy Statement. 	<p style="text-align: center;">1. Student Information</p> <p>Student Number: _____</p> <p>Last Name: _____</p> <p>First Name: _____ Middle Name: _____</p> <p>Former Name (if applicable): _____</p> <p>Date of Birth: _____ / _____ / _____ <small style="margin-left: 100px;">dd</small> <small style="margin-left: 150px;">mm</small> <small style="margin-left: 150px;">yyyy</small></p> <p>Email: _____</p> <p>Current Address: _____</p> <p>_____</p> <p>Contact Telephone: (_____) - _____ - _____</p> <p>Student Signature: _____</p>
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2. Quantity	Mailing Name and Address Information	Please send diploma by:
_____	_____ _____ _____ Tel _____ Fax _____ <small>(phone number required for courier)</small>	<input type="checkbox"/> Regular Mail <input type="checkbox"/> Courier (Courier service is not available for PO Boxes) <input type="checkbox"/> Fax (original sent by regular mail)
3. Quantity	Mailing Name and Address Information	Please send diploma by:
_____	_____ _____ _____ Tel _____ Fax _____ <small>(phone number required for courier)</small>	<input type="checkbox"/> Regular Mail <input type="checkbox"/> Courier (Courier service is not available for PO Boxes) <input type="checkbox"/> Fax (original sent by regular mail)

Please use additional forms for more than two destinations.

4. Method of Payment		<i>For Office Use Only</i>										
<input type="checkbox"/> Cash or Debit <input type="checkbox"/> Online Banking <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Cheque or Money Order <small>(payable to "Nipissing University")</small>	<p>Total Amount \$ _____</p> <p>Name on Credit Card _____</p> <p>Cardholder Signature _____</p> <p>Credit Card Expiry Date Month _____ Year _____</p> <p>Credit Card Number</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>											<p>Amount \$ _____</p> <p>Receipt # _____</p> <p>Date Paid _____</p> <p>Received By _____</p> <p>Processed By _____</p> <p>Date Sent _____</p>

Protection of Privacy

Information requested from students and applicants is collected under the authority of the Nipissing University Act, 1992.

Pursuant to the Freedom of Information and Protection of Privacy Act you are hereby notified that: “By applying for admission to Nipissing University and by registering in programs or courses at the University, you are accepting the University’s right to collect pertinent personal information. The information is needed to assess qualifications for entry, establish a record of performance in programs and courses, provide the basis for awards and government funding, and to assist the University in the academic and financial administration of its affairs”.

Additionally, personal information may be used by University staff in many offices on a “need to know” basis to identify and contact students who require their services.

Personal information is also provided to the Nipissing University Student Union in order to enroll students in their Health Care Plan.