



DIPLOMA DELIVERY REQUEST FORM

Fields marked with an * are mandatory

Diploma Information	
*Date of Graduation:	
*Faculty or School:	*Department or College:
*Degree (e.g. H.B.Sc., B.Ed., M.A.):	*Student Number or DOB:

Personal Information			
*Full Name:	Surname:	First Name:	Additional Name(s) :
Former Name (if applicable):			
*Delivery Address:	Street Number:	Unit/Suite/Apartment:	
Street Name:			
City/Town/Municipality:		Province/State:	
Postal Code/Zip Code:		Country:	
*Contact Telephone Number:		Alternate Telephone Number:	
*Email Address:			
Note 1: All diplomas that are delivered require a signature by the receiving party. Please note that courier services will not ship to P.O. Boxes. Note 2: Please use an address that can receive packages during regular business hours to avoid delay and returned diplomas.		Note 3: The courier depot will hold a package for 5 days before returning it undelivered. It will be subject to further charges for another delivery. It will be the graduate's responsibility to pay for another delivery for any diplomas that are returned, so please ensure the address information you provide is correct. Note 4: Diplomas are held for one year after the date of conferral and then destroyed.	

Payment Information	
* Please check one of the following:	
<input type="checkbox"/> Cash	<input type="checkbox"/> Money Order/Bank Draft
<input type="checkbox"/> Certified Cheque (not personal)	
Note 5: The delivery fee is \$40.00 CAD within Canada \$55.00 CAD to the USA \$70.00 CAD to International destinations (equivalencies in other currencies are not accepted)	
* Please make payment payable to the University of Toronto.	

* Signature of Graduate (original signature mandatory)

Date:

Please return this form (with payment) to:
 Office of Convocation, University of Toronto
 Simcoe Hall, 27 King's College Circle, Room 102
 Toronto, ON M5S 1A1

Phone: (416) 978-3629 convocation.office@utoronto.ca

Last Revised: July 8, 2011

Office of Convocation - OFFICE USE ONLY			
Amount Received:	Date:	Request Taken By:	
Fee Received:	<input type="checkbox"/> Cash	<input type="checkbox"/> Money Order/Bank Draft	<input type="checkbox"/> Certified Cheque