



DEGREE PARCHMENT RELEASE / REPRINT APPLICATION

- Note:**
1. Degree parchments will not be released until student accounts are paid in full.
 2. Students whose names have changed must provide proof of legal name.
 3. A \$50 fee will apply per degree parchment.

I. Personal Information

| | | |
|----------------|--------------------|--------------------|
| Name | | Student # |
| Street Address | | City |
| Province/State | Country | Postal/ZIP Code |
| Phone # | Email Address | |
| Birth Date | Graduation Year(s) | Degree(s) Received |

II. Degree Parchment Request

A. Release of advanced degree parchment without a surrendered parchment.

If a student who has graduated with a degree later graduates with a degree that supersedes the first degree, the first degree parchment must be surrendered before the advanced degree parchment can be released. If the first degree parchment has been lost, the student may obtain the release of the advanced degree parchment by signing the statement below.

I declare that the degree parchment to be surrendered has been lost. I waive all rights to the surrendered degree. If I should discover that parchment in the future, I will destroy it immediately.

| | |
|--------------------------|-----------------------|
| Degree to be surrendered | Degree to be released |
| Signature | Date |

B. Degree Parchment Reprints.

Bachelor's Degree Master's Degree Certificate Diploma Doctor of Ministry

Students may not hold 2 copies of the same degree. If the original is lost, the student may order a new copy by signing the statement below:

I declare that the original degree parchment has been lost. If I should discover that parchment in the future, I will destroy the reprint immediately.

| | |
|------------------------|------------------------|
| Degree to be reprinted | Degree to be reprinted |
| Signature | Date |

III. Parchment Delivery (Providence is not responsible for parchments once they have been passed off to a third party)

- Student pick-up (photo ID required) Third party pick-up (authorized representative) _____
 Regular Mail Express Post (Student's Expense – please call for additional fees)

Name

Street Address

City

Province/State

Country

Postal/Zip Code

IV. Authorization

I hereby authorize Providence University College and Theological Seminary to release my degree parchments as per my request.

Signature

Date