

PERSONAL IDENTIFICATION			
Student ID number		Date of Birth (mm/dd/yyyy)	Email
Last name (Family name) (Previous last name)		First name (Given name)	Middle name
Address		Home phone number	
City	Province	Postal code	Cell phone number

PROGRAM INFORMATION	
Program name and length	
Year graduated	Campus attended

PLEASE EXPLAIN THE REASON FOR THE REQUEST FOR REPLACEMENT DIPLOMA:

Once your records have been verified, you will be contacted regarding payment information and obtaining your credential.

- If you have any outstanding fees with Georgian College your replacement diploma will not be issued until full payment is received, plus the cost to replace your diploma.
- The name on your academic record is what will appear on your credential. If incorrect, please contact the Office of the Registrar.
- Replacement credential fee: **\$54.00CAD**
- Mailing fees: \$10.00 CAD (within Ontario); \$15 CAD (within Canada, excluding Ontario); \$45.00 CD (internationally)
- Allow 2 to 4 weeks processing time

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of requests for a replacement diploma.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at Registrar@GeorgianCollege.ca or 705.722.1511; or for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext. 5770.

Signature of applicant

Date (mm/dd/yyyy)

Payment Options:

- Pay at your BANK in person or online through your banking application (Bill payment, Payee: Georgian College Fees, account number is your 9 digit student number;
- on campus/in person;
- [online store](#).

FOR OFFICE USE ONLY				
Application tracked		Program		
Georgian Scholar	YES	NO	PWA	Outstanding Fees
				Amount paid

Submit from your Georgian College email to: TranscriptReq@GeorgianCollege.ca