



University of Victoria

Graduation Services
Office of the Registrar
Division of Student Affairs
University of Victoria
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Phone: 250-472-4623
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Degree Parchment (Diploma)
Request by Mail or Courier

A degree parchment (diploma) is automatically produced for each graduating student. Complete and return this form only if one of the following applies to you:
1. You have graduated but did not make arrangements to obtain your degree (diploma).
2. You will graduate but will not have internet access during the months prior to Convocation.
Note: the University is not responsible for degrees/diplomas/certificates that are delayed, damaged or lost in the mail or by courier.

Student and Degree Information (please print)

Form with fields: Student Number, First Name, Last Name, Date of Birth, Telephone, Email, Graduation Month and Year, Degree, Student's Signature, Date.

Delivery Options

Choose one of the following:
Regular mail (No fee)
Courier (A courier fee will apply - see payment section). A complete delivery address and telephone number is required; PO box numbers are not acceptable. An online version of this form is available - contact degrees@uvic.ca for further information.

Form with fields: Recipient Name, Address, City, Province/State, Country, Postal Code, Recipient Telephone, Additional Notes.

Courier Payment

Form with fields: The following fees apply to courier delivery (subject to change): Within Canada or USA - \$30.00, International (Non-USA) - \$47.00, \$

Payment is required with this form if the courier delivery option has been selected. In-person payments can be made via cash, debit, credit card, cheque or money order payable to the University of Victoria. Mailed in payments can be made via cheque or money order payable to the University of Victoria. Due to Payment Card Industry Security Standards, we regret that we can no longer accept credit card payments by mail or fax.

Form with fields: Date Stamp, For Office Use Only (Last updated: Jul 2016)