

PARCHMENT REPLACEMENT FORM

MAY TAKE UP TO 2 WEEKS TO PROCESS

IF THERE IS A CHANGE IN YOUR FAMILY (LAST) NAME, PLEASE SUBMIT A CHANGE OF PERSONAL INFORMATION FORM WITH THE APPROPRIATE OFFICIAL DOCUMENTATION.

STUDENT INFORMATION

STUDENT ID NO.:	FAMILY (LAST) NAME:	FIRST NAME:	MIDDLE NAME:
FORMER NAME(S) (IF APPLICABLE)	ADDRESS:	CITY/PROVINCE:	POSTAL CODE:
BIRTH DATE: MM _____ DD _____ YY _____	<input type="radio"/> CHECK IF YOU WISH US TO UPDATE YOUR ADDRESS		
HOME PH.:	CELL:	WORK PH.:	EXT.
<p>Note: If this is a name change, the student must provide the Office of the University Registrar with one of the following official Government Issue identification. Valid Drivers license* Provincial ID Card* Valid Passport* Citizen Documentation* *Only current ID will be recognized as valid. Expired ID will not be accepted for a name change. The Office of the University Registrar's office staff member shall verify ID and record the applicable number on the form.</p>			
GRADUATE FROM MACEWAN: <input type="radio"/> YES <input type="radio"/> NO	PROGRAM NAME:		
YEAR(S) ATTENDED:	YEAR GRADUATED:		

IMPORTANT NOTE: ALL REPLACEMENT PARCHMENTS WILL HAVE THE WORD "REPLACEMENT" PRINTED IN THE LOWER RIGHT HAND CORNER INDICATING THAT IT IS A DUPLICATE AND THE DATE OF RE-ISSUANCE

REASON FOR REPLACEMENT

- NAME CHANGE** (original must be returned)
 STOLEN/LOST
 DAMAGED (original must be returned)
 OTHER: _____ (please specify)

PROCESSING INSTRUCTIONS

- MAIL TO MY HOME ADDRESS** (As listed above)

PICK UP AT: (Photo Identification required)

- Office of the University Registrar (Building 7, 7-110)
 SCE Student Support Centre (Allard Hall 11-521)

OPTIONAL DIGITAL PARCHMENT

- ISSUE THROUGH MyCreds™**

MyCreds™ is a network that provides students with a virtual "credential wallet" to access and distribute secure educational documents. Provide your email below (MacEwan email preferred for active students) and you will receive notification once your document is available in MyCreds™. Once you access your document on MyCreds™ you will be able to share the secure electronic document with a third party.

STUDENT EMAIL: _____

**Electronic documents will only be issued through the MyCreds™ platform.*

STUDENT AUTHORIZATION

OFFICE USE ONLY

STUDENT SIGNATURE: _____ DATE: _____

**Signature not required if sent from a student @mymacewan.ca email account*

CREDENTIALS WILL NOT BE RELEASED IF THERE IS AN OUTSTANDING OBLIGATION OWED TO MACEWAN UNIVERSITY FOR FEES, SUPPLIES OR EQUIPMENT RENTALS.

DATE: _____

SENT BY: _____

PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at privacy@macewan.ca