



Request for Parchment to be Couriered

Registrar's Office
University of Ontario Institute of Technology
2000 Simcoe Street North, Oshawa, ON L1H 7K4 Canada

Tel: (905) 721-3190
Fax: (905) 721-2172
www.uoit.ca

WHAT? This form is to be used by students seeking to have their degree parchment couriered to them upon completion of their UOIT degree.

WHO? The form must be completed and signed by the student and then submitted to the Registrar's office.

WHEN? Parchments will be couriered approximately 4-6 weeks after convocation.

Last Name	First Name	Student Number

Program	UOITnet E-mail Address


Please mail my parchment to:

Street address	City/ Town
Province	Postal code
Telephone () -	Personal E-mail

Please send the shipment confirmation email to: _____

Please note:

- UOIT ships all parchments within Canada through Canpar.
- Canpar will attempt to deliver the parchment 2 or 3 times, if there is no one to sign for the parchment it will be returned to UOIT.
- If your parchment is returned to UOIT, it is your responsibility to pick up the parchment, as UOIT will only courier the parchment once.
- If you would like the parchment to be couriered internationally please contact records@uoit.ca for further information. Please note that additional charges will apply

 SIGN HERE	Student's Signature	Date
	NOTE: THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS SIGNED AND DATED	

FOR REGISTRAR'S OFFICE USE ONLY	
Processed by	Date

The information requested on this form is collected under the authority of the University of Ontario Institute of Technology Act, 2002. This information is being collected for the purpose of parchments to be couriered. Inquiries concerning the collection of this information should be directed to Mr. Leslie Becskei, Associate Registrar, UOIT, 905 721-8668, ext. 5639.

If you require this information in an alternative format due to disability, please email records@uoit.ca.