

REPLACEMENT CREDENTIAL

Registrar's Office, North Vancouver Campus

Email: registration@capilano.ca

PLEASE READ CAREFULLY

You must submit an **Replacement Credential** form in order to receive your replacement credential. There is a \$35.00 charge for the replacement credential. You cannot request more than one Replacement Credential.

Please Note: If you have not applied for graduation you must do so online at capilano.ca/mycapu/graduation/ in order to receive your credential.

PERSONAL INFORMATION – PART 1

STUDENT NUMBER	LEGAL LAST NAME	LEGAL FIRST NAME
STREET ADDRESS (Including Unit/Apartment)		CITY
PROVINCE/STATE	COUNTRY	POSTAL CODE

DELIVERY METHOD – PART 2 Choose one only

- ☐ Mail to the address above
 ☐ I will pick up my request (photo ID required)

CREDENTIAL INFORMATION – PART 3

I WOULD LIKE TO RECEIVE A REPLACEMENT CREDENTIAL FOR

- | | | | |
|---|---|---|-----------------------------------|
| ☐ BACHELOR DEGREE | ☐ ADVANCED DIPLOMA | ☐ ADVANCED CERTIFICATE | ☐ CITATION |
| ☐ ASSOCIATE DEGREE | ☐ DIPLOMA | ☐ CERTIFICATE | ☐ OTHER |

PROGRAM: _____
(e.g. Associate of Arts Degree)

CONCENTRATION (if applicable): _____
(e.g. Concentration in Creative Writing)

In signing this Application for Graduation Assessment form, I understand that this information may be used for the purposes of graduation, research, alumni and foundation office, student association, and other purposes consistent with the mandate of the institution. Capilano University reserves the right for the Registrar to share information with other post-secondary institutions in situations where an applicant has been found to have falsified documents or other information on their Application for Graduation Assessment. Your information is collected and used in compliance with the B.C. Freedom of Information and Protection of Privacy Act.

Your personal information may be released to the Communications & Media Relations department for the purpose of preparing a news release. If you have any questions about the collection and use of this information, contact mediarelations@capilano.ca.

SIGNATURE : _____

DATE (MM/DD/YYYY): _____

PAYMENT METHOD - PART 5

Payment is required before your request will be processed. Requests will not be processed if any University account is outstanding.

Payments can be made through online banking, in person at your bank, or through your [myCapU Account](#) (Visa/Debit and MC/Debit are not accepted online). You can also pay in person at the [Student Financial Accounts](#) (Library Building, room LB140, North Vancouver campus). Please Student Financial Accounts does not accept cash payments. For more information, visit capilano.ca/how-to-pay.