



Request for Replacement of Degree, Diploma or Certificate

PLEASE PROVIDE THE FOLLOWING INFORMATION IN FULL

| | | | |
|--------------------------|-----------------|----------------|------------------------------|
| NAIT Student ID # | Last Name: | First Name: | Former Name (if applicable): |
| Date of Birth (MM/DD/YY) | Street Address: | | Unit/Apartment #: |
| City: | | Province: | Postal Code |
| Home Phone: | Cell Phone: | Email Address: | |

DETAILS OF ATTENDANCE:

| Attended Credit Program | Attended Continuing Education |
|--|-------------------------------|
| Program Name: _____ Dates of Attendance: _____ | |

ISSUING INSTRUCTIONS:

I _____, declare that I require a copy of my degree, diploma and/or certificate from NAIT with regards to my completion of studies in the _____ program due to one of the following reasons:

The original degree, diploma and/or certificate was lost, stolen, damaged or destroyed.

The original degree, diploma and/or certificate was not received or was damaged during delivery.

Other – Provide reason _____

Please select one:

To be picked up (Photo ID required at the time of pick-up) Mail to the address above

PLEASE NOTE:

1. Please submit form through the [Contact Form](#) or in person at the Student Service Centre (SSC), Room CAT180, Feltham Centre (CAT building), Main Campus.
2. Replacement Fee - \$100.00 payable prior to processing your request. A notification of the fee being posted to your MyNAIT portal will be sent by email within 5 business days of receiving the form. For payment options visit <http://www.nait.ca/43891.htm>
3. Allow six weeks processing time.
4. Duplicate degrees/diplomas and certificates may not be ordered by, or released to, a third party without written authorization by the student.
5. Students cannot hold duplicate credentials.
6. Replacements are not issued if the student is on Financial Hold.
7. NAIT may not be able to issue certificate replacements for Continuing Education certificates awarded in 2015 or earlier. Instead, an official transcript and confirmation of completion letter can be issued. For more information, please contact Continuing Education at ContinuingEducation@nait.ca.

Student Signature _____

Date (MM/DD/YY) _____

REGISTRAR'S OFFICE USE ONLY:

Date received by the Registrar's office: _____

Charge Posted _____
Date

Payment Received _____
Date

Printed _____
Date

Mailed _____
Date