



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](#) (select *Form Submission* and then *Replacement Degree, Diploma, Certificate*) 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 nait.ca/payment.
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 _____	Payment Received _____	Printed _____	Mailed _____
Date	Date	Date	Date

Protection of Privacy: Your personal information is collected by NAIT pursuant to its authority under the Post-Secondary Learning Act (Alberta) and in accordance with Section 4(c) of the Protection of Privacy Act (Alberta) (POPA). NAIT will protect personal information in accordance with Section 10 of POPA. Pursuant to Sections 12 and 13 of POPA, personal information will be used and disclosed for the purposes of this form. Note that NAIT uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included for use in these automated systems. Please note that the collected personal information may be transmitted to or stored on servers outside of Canada, and that NAIT cannot guarantee protection against disclosures because of foreign laws. Should you require further information about collection, use, and disclosure of your personal information, please contact Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.