



Request for Replacement of Degree, Diploma or Certificate

PLEASE PROVIDE THE FOLLOWING INFORMATION IN FULL

NAIT Student ID #	Family 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:

- Please submit form through the Contact Form or in person at the Student Service Centre (SSC) Room CAT180, Centre for Applied Technology, Main Campus.
- 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>
- Allow six weeks processing time.
- Duplicate degrees/diplomas and certificates may not be ordered by, or released to a third party without written authorization by the student.
- Students cannot hold duplicate credentials.
- Replacements are not issued if the student is on Financial Hold.

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