



University of Victoria

Office of the Registrar
Division of Student Affairs
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2
Phone: 250-472-4623
Fax: 250-721-6225
email: degrees@uvic.ca

REQUEST FOR REPLACEMENT DEGREE
or CERTIFIED COPY OF DEGREE

PLEASE ALLOW 6 - 8 WEEKS PROCESSING TIME
FOR REPLACEMENT DEGREES

Date *UVic Student Number

*Please provide date of birth if UVic Student Number is unknown mo/day/year

Surname Given Names

Telephone Email

PICK UP Degree:
MAIL DEGREE TO: Month/Year Awarded:

SIGNATURE:

1. REPLACEMENT DEGREE: (Original degree must be returned prior to release of replacement)

- Original Damaged
Name Change (please provide documentation of the change)
Name to appear on replacement degree:
Check this box to if you would also like the name on your UVic record updated (e.g. official transcript)
Bachelor of Laws to Juris Doctor Conversion
Other

REPLACEMENT DEGREE PAYMENT

\$75.00 per replacement degree is required with this form.

In-person payments can be made via cash, debit, credit card, cheque or money order payable to the University of Victoria.

Mailed in payments can be made via cheque or money order payable to the University of Victoria. Due to Payment Card Industry Security Standards, we regret that we can no longer accept credit card payments by mail or fax.

FOR OFFICE USE ONLY: Original Returned and Shredded JD noted on record Mailed

2. CERTIFIED COPY OF DEGREE: (The original degree is required to produce a certified copy)

\$15.00 per certified copy is required with this form.

NUMBER OF CERTIFIED COPIES x \$15.00 =

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