

CERTIFICATE/DIPLOMA REPLACEMENT

This application should be submitted by students who have received a credential from Algonquin College and who are requesting a replacement.

INSTRUCTIONS

Complete and return the certificate/diploma replacement application along with an acceptable method of payment. The cost of a replacement is \$38.00.

Allow four to six weeks for processing.

Acceptable Methods of Payment

Form Submission: www.algonquincollege.com/ro/askus to pay by credit card (bottom of form)

Program Name:

Graduation Year:

First Name:

Last Name:

The name that is in the student information system is the name that will be printed on your credential. Log into your ACSIS account (Profile) to ensure your records are up to date. If you need to change your name, please include government-issued photo ID showing your new name, and a Change of Name Certificate or Marriage Certificate with your request. If your name is spelled incorrectly, please include government-issued photo ID showing the correct spelling with your request.

Student Number:

Date of Birth: DD/MM/YY:

Telephone:

Email:

Please Confirm mailing address

Street Address:

Province:

City:

Postal Code:

To be completed by the Registrar's Office

Amount Paid **\$38.00**

Updated address (if applicable)

Receipt Number:

Date:

Staff Initials:

POS:

GPA:

Date of Credential:

Ordered:

Mailed Out:

CREDIT CARD INFORMATION

Credit Card Number

Expiry Date (MM/YY)

Please note that your credit card information will be deleted from our files (including email messages) in compliance with Payment Card Industry Standards.