



**Registrar's Office**  
 1407 14 Avenue NW Calgary, AB T2N 4R3  
 Tel: 403.284.7634 Fax: 403.284.7644  
 Return completed form to: [Cashier@auarts.ca](mailto:Cashier@auarts.ca)

# Request for Parchment

The awarding of a credential is noted on the academic transcript and is evidenced by the parchment. The original parchment is provided during the Convocation Ceremony or mailed to the graduate after the Ceremony in the Spring. Replacement parchments are available upon request by the individual named on the credential by using this form. Graduates are allowed one parchment in their possession at any given time.

## Student Information

Student ID:	Student last name:	Student first (or chosen) name:	
Street / Box address:	City:	Province:	Postal code
Country:	Email Address:	Phone:	

## Credential Details

**Please indicate the credential and year the original parchment was awarded**

- BDesign   
  BFA   
  MFA   
  Diploma   
  Certificate in Artstream   
 \_\_\_\_\_ Year

**Choose one of the following**

- My original parchment has been lost or destroyed.  
 I would like to replace my original parchment with a new one because my legal name has changed. Enclosed:  
 original parchment.     Documentation to support name change e.g. copy of drivers license or marriage certificate.  
 I would like to replace my original parchment because I graduated with a BFA in Visual Communications Design and would like it to be replaced with a Bachelor of Design. (Academic Calendar – Awarding of Credentials). Enclosed:  
 original parchment.

Submit the application processing fee: \$123.47

I will pick up the parchment at the AUArts campus.   
  Please mail the parchment to my address above.

Email [alumni@auarts.ca](mailto:alumni@auarts.ca) if you would like to receive alumni information.

Applicant's signature:	Date:
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## Office Use Only

Charge added to student account <input type="checkbox"/>	Date & Initials	Payment received on student account <input type="checkbox"/>	Date & Initials	Replacement / Copy Printed:	Date & Initials
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Registrar's Office || Issue Date: July 2026