



DUPLICATE DEGREE REQUEST FORM

Please email completed form to:
info@vanguardcollege.com

Questions? Email us: info@vanguardcollege.com or call our office! 780-452-0808

- The following form must be completed and signed by the student in order for duplicate certificate/diploma/degree to be released.
- Duplicate degrees will not be released if the student's financial account is not paid in full. Allow up to 4 weeks for processing and delivery.
- The reprint date of the certificate/diploma/degree will be included on the reprint.

Student Name (First, Middle, Last):		Previous Last Name (if applicable):		Student ID# (if known):	
Current Address:	City:	Province:	Country:	Postal Code:	
Permanent Address (if different):	City:	Province:	Country:	Postal Code:	
Email Address:			Phone Number(s):		
Date of Birth (mm/dd/yyyy):	Program Name (list all completed):		Years Attended Vanguard: from to		
Completed (Or Working on): <input type="checkbox"/> Undergraduate Degree <input type="checkbox"/> Graduate Certificate					
Student Signature:			Date (mm/dd/yyyy):		
Prepare duplicates: <input type="checkbox"/> Immediately AND/OR <input type="checkbox"/> After current semester marks are posted					

☐ OFFICIAL DUPLICATE CERTIFICATE/DIPLOMA/DEGREE ORDER - \$50 fee for each duplicate

Completed by

Date

Number of copies for Me _____ ☐ Mail to my current address ☐ Mail to my permanent address ☐ I will Pick Up (ID Required)

Number of copies to be mailed to Institution/Agency/Individual addresses below _____

Institution/Agency/Individual:	Attention:		
Street Address:			
City:	Province:	Country:	Postal Code:
Special Instructions:			

DUPLICATE CERTIFICATE/DIPLOMA/DEGREE PAYMENT: ☐ Visa ☐ Mastercard ☐ Cash ☐ Cheque ☐ E-transfer*

*Please send your e-transfer to payments@vanguardcollege.com

Credit Card #: _____ Expiry Date: _____ Security Code: _____
Cardholder Signature: _____ Total Duplicate Fee: _____

FOR OFFICE USE ONLY

☐ Received By: _____ Payment Date: _____ Receipt Number: _____
☐ Completed By: _____ ☐ Faxed Date: _____ ☐ Mailed Date: _____