

Langara.

# Parchment Replacement Request Form

**Continuing Studies** 

# IMPORTANT INFORMATION:

### PLEASE READ AND ABIDE BY THE FOLLOWING:

Parchments are issued only in their original form. Copies are not available. Replacements for lost or damaged parchments will be issued by the Registrar upon receipt of a signed and dated letter with an explanation of what happened to the original parchment. If the replacement is for a damaged parchment, the original will be returned. From Policy F1001: www.langara.bc.ca/registration-and-records/pdf/F1001.pdf

#### NOTF:

Please write an explanation of what happened to the original parchment on the back side of this form, along with your signature. Replacement requests will not be processed without an explanation of what happened to the original.

## SUBMIT COMPLETED FORM WITH CORRECT FEE

	tudies, Langara Colleg	tudies Office (Building A); ge, 100 West 49th Avenue, Vancouver, I lacement Request - Continuing Studies				
STUDENT INFORMATION - to be co	ompleted by the st	udent				
LANGARA IDENTIFICATION NUMBER			e, Vancouver, BC, V5Y 2Z6; inuing Studies form).  IMER LAST OR FAMILY NAME (IF APPLICABLE)  (OPTIONAL)  PRIMARY TELEPHONE  OTHER TELEPHONE  DATE OF BIRTH  DAY MO YR  TELE inuing Studies Office: ra College, 100 West 49th Avenue,			
LEGAL LAST OR FAMILY NAME		LEGAL FORMER LAST OR FAI	MILY NAME (IF APPLICABLE)			
LEGAL FIRST OR GIVEN NAME(S)		PREFERRED FIRST NAME(S) (OPTIONAL)	LEGAL MIDDLE NAME(S) (	OPTIONAL)		
STREET ADDRESS			PRIMARY TELEPHONE	OTHER TELEPHONE		
CITY	PROVINCE	COUNTRY	POSTAL CODE			
EMAIL ADDRESS				DATE OF BIRTH		
NAME OF CREDENTIAL AWARDED			YEAR OF GRADUATION	DAY MO YR		
DELIVERY OPTIONS SELECT ONE OF THE FOLLOWING OPTIONS	:					
☐ PICK UP AT CONTINUING STUDIES OFFICE	Œ					
☐ MAIL TO ABOVE ADDRESS						
☐ MAIL TO FOLLOWING ADDRESS:	NAME OF RECIPIE	NAME OF RECIPIENT:				
	FULL ADDRESS:					
ROCESSING FEES  SUBMIT COMPLETED FORM WITH CORRECT FEE In person with cheque, Visa or Mastercard: Continuing Stu By mail with cheque: Continuing Studies, Langara College		neque, Visa or Mastercard: Continuing Studies Of	fice;	E USE ONLY RECEIVED/PAID STAMP		
NON-REFUNDABLE  \$38.00 CONTINUING STUDIES  (4-6 WEEKS PROCESSING)	Vancouver, BC, V	5Y 2Z6; <u>cal.langara.ca</u> (search for Credential Replacement				
			Proces	sed by: Date:		

RCUMSTANCES OF REQUEST (No request for parchment replacement will be considered without explanation):				
LARATION:				

BY SUBMITTING THE INFORMATION I HAVE ENTERED ON THIS APPLICATION, I CERTIFY THAT A) I AM THE PERSON NAMED IN THE "STUDENT INFORMATION" SECTION ABOVE, AND B) THE INFORMATION I HAVE SUBMITTED IS TRUE, CORRECT AND COMPLETE.