



Application for Parchment Reprint

(for use when requesting a reprint of a previously issued parchment)
(Please Print Clearly)

GPRC Student ID #: _____ Phone: _____ DOB: ____/____/____
(yyyy / mm / dd)

Current Legal Name: _____

Previous Names (if applicable): _____

Name to appear on Parchment (check one): Current Legal Name Previous Legal Name

Format of Name (check one): Firstname M. Lastname F. Middlename Lastname

Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____

Request to Update Official Student Record with:

Permanent Address above Current Legal name above _____

(Signature Required)

Parchment applications are processed monthly except during the graduation period April-June.

During the April-June period, applications are processed as part of the graduating class, regardless of the year awarded, due to the volume of applications received.

If you require proof of credential, you may order an Official Transcript which is updated once your graduate status has been confirmed.

Transcript request forms can be found online at www.gprc.ab.ca/transcripts.

Reprint Parchment application fee: (submit completed form and a \$20 fee per reprint)

Method of payment: Debit Cash Cheque/Money Order Credit Card – complete below:

Credit Card Number		Expiry Date		For Office Use only
Card Holder Name		CVV		
Card Holder Signature				

NOTE: GPRC accepts American Express, MasterCard, or Visa only.

The official parchment is a legal document and, as such, will not be reproduced except on the written request of the student. If the original parchment contains an error, it must be returned to GPRC Student Services Department before the reprinted parchment can be released. If the request is due to an official change of name, supporting documentation, including a Change of Student Information form obtained from Student Services, must be presented before the reprinted parchment will be released. The reprint bears the signatures of officials now in office and replaces the original parchment, which will be destroyed.

By signing this request, I understand that misrepresentation or attempts to obtain official documentation under false pretenses are serious offences which may result in prosecution under the College's Student Misconduct Policy and/or the Criminal Code of Canada.

Freedom of Information and Protection of Privacy

The personal information collected on this form and in your student record will be used for the purpose of processing your request for Parchment/Convocation. Names of students graduating from various College programs and the academic honours students have been awarded may be released to the media or be included in other College publications. Certain personal information will be released to Grande Prairie Regional College's Alumni Office. This information is collected under the authority of the Post-Secondary Learning Act that mandates the programs and services offered by Grande Prairie Regional College. The information collected is protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act and the Statistics Canada Act. If you have any questions about the collection and use of this information, contact Student Services at 780-539-2819.

(Office Use Only) Grad Package Given/Sent (✓)

Date Received: _____

Printed: _____

Notes: _____ Mailed: _____

Certificates

- Certificate of Grade 12 Equivalency
- Certificate in Business Administration
- Certificate in Computer Systems Technology
- Certificate in Dental Office Clerk
- Certificate in Early Learning and Child Care
- Certificate in Educational Assistant
- Certificate in Office Administration
 - Basic Bookkeeping
 - Legal Office
 - Oil & Gas
- Certificate in Unit Clerk
- Post-RN Certificate in Perioperative Nursing

Trades Certificates/Diplomas


- Certificate in Cooperative Trades Orientation
- Certificate in Harley-Davidson® Technician
- Certificate in Motorcycle Mechanic
- Certificate in Parts and Materials Technician
- Certificate in Power Engineering
 - 4th Class
 - 3rd Class
- Diploma in ThinkBIG Service Technician
- Certificate in Welding, Pre-Employment

Diplomas

- Diploma in Aboriginal Administration
- Diploma in Animal Health Technology
- Diploma in Business Administration
 - Accounting Major
 - Accounting & Investment Mgmt. Major
 - Financial Services Major
 - Management Major
 - Marketing Major
- Diploma in Computer Systems Technology
- Diploma in Early Learning and Child Care
- Diploma in Kinesiology
- Diploma in Personal Trainer
- Diploma in Music, Performance
- Diploma in Visual Arts and Design

University Transfer

- Certificate of Achievement in French as a Second Language

	10726 – 106 Ave Grande Prairie, AB T8V 4C4
Phone: 780-539-2911 Fax: 780-539-2888 graduation@gprc.ab.ca www.gprc.ab.ca my.gprc.ab.ca	

Other (if your program is not listed, especially from prior years, please specify below:)

<p>(Office Use Only) Evaluation Status: Granted: <input type="checkbox"/> _____ Denied: <input type="checkbox"/> _____</p> <p>Notes: _____</p>
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