



PARCHMENT APPLICATION FORM

Parchment applications are processed as requested, except during the graduation periods of April to June and December to January. Due to the high volume during our peak times, applications are processed with the graduating class parchments, regardless of the year awarded.

Last Name	First Name	Middle Name	Student ID
Former Names (If applicable)	Date of Birth (MM-DD-YYYY)	Phone	Email
Name Format for Parchment (check one only)	FirstName M. LastName (example John P. Doe)	F. Middlename LastName (example J. Phillip Doe)	
Issuing (mailing) Instructions	Pick up at GP Campus		Mail to address below
Address/PO Box	City	Province	Country Postal Code
<i>If there is a name change, please complete the Student Change of Information form, available on myNWP.</i>			
Academic Information	Program Name	Major (if applicable)	
Year (s) attended	Semester/Year completed		
PARCHMENT REPLACEMENT (COMPLETE ONLY IF YOU REQUIRE A REPLACEMENT PARCHMENT) A FEE OF \$75 IS REQUIRED			
Important Note: All replacement parchments will have the words "Issued as a Replacement of original parchment" printed on the bottom of the parchment			
Reason for Replacement	Name Change (original MUST be returned)	Lost/Stolen	
	Damaged	Other (please specify)	
PAYMENT INFORMATION AND STUDENT AUTHORIZATION			
Name on Card	Card Number	Expiry Date	CVV
Signature		Date	
Office use only Date received:	Processed by	Date	
<p>The personal information collected on this form and in your student record will be used for the purpose of processing your request for your Parchment.</p> <p>Names of students graduating from various NWP programs and the academic honours students have been awarded may also be released to the media or be included in other NWP publications. Certain personal information will be released to Northwestern Polytechnic's Alumni Office. This information is collected under the authority of the Post-Secondary Learning Act, Section 65 and 118, and the Alberta Freedom of Information and Protection of Privacy Act, Section 33(C). If you have any questions about the collection and use of this information, contact the Registrar's Office at 780.539.2911.</p>			