



COLLÈGE AURORA COLLEGE

DUPLICATE/REPLACEMENT PARCHMENT REQUEST

Use this form to request an official re-print of your Aurora College parchment. See Page 2 for detailed instructions.

* indicates a required field

Student Information	Legal last name *	First name *	Aurora College Student Number *	
	Previous name (if applicable)		Birthdate (yyyy/mm/dd) *	
	Current mailing address *		City *	
	Province *	Country *	Postal code *	
	Email *		Phone Number *	
Would you like us to update your current mailing address on file with the above details? * <input type="checkbox"/> Yes <input type="checkbox"/> No				
Request Details	Name of Aurora College program you graduated from *		Graduation year *	
	Parchment Order * <ul style="list-style-type: none">Processed within 10 business days # of re-prints _____ X \$50.00 per re-print		Delivery Method (choose <u>one</u> only) * <input type="checkbox"/> Mail to my address above <input type="checkbox"/> I will pick up at _____ campus (photo ID required) <input type="checkbox"/> Send to the destination information below	
Destination Info	Send replacement parchment to: Name of individual and/or organization:			
	Address			
	City, Province/State	Postal Code	Country	
Signature	Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. Aurora College considers falsified requests to be fraudulent. Your signature indicates you are requesting an official re-print of your Aurora College parchment and the information you provided on this form is correct.			
	_____ Student Signature *		_____ Date *	
Campus Services Use Only				
<input type="checkbox"/> Ensure form is complete <input type="checkbox"/> Update mailing address if applicable <input type="checkbox"/> Payment Received <input type="checkbox"/> Scan and send form to Student Records		Processed by (initials):	Date payment received:	
Student Records Use Only				
Notes				

DUPLICATE/REPLACEMENT PARCHMENT REQUEST

A duplicate/replacement parchment is an official re-print of your credential.

Allow 10 business days for processing. All required fields on this form must be completed; incomplete requests will result in processing delays.

Submit your Duplicate/Replacement Parchment Request form using one of the following options:

- In person at any Campus Admissions office
- By scanning and emailing to:
Apply@auroracollege.ca
- By faxing to (867)872-4511
- By mailing to:
*Office of the Registrar
Attention: Associate Registrar, Academic
Aurora College
Box 600, Fort Smith NT, X0E 0P0*

Make your payment for your request using one of the following options:

- In person at any Campus Admissions office
Debit, credit card, and cash payments accepted
- By phone (866)266-4966
Credit card only

Regulations and procedures regarding duplicate/replacement parchments

- i. Duplicate/replacement parchments will only be issued if you have successfully graduated from an Aurora College program and have previously been issued a parchment.
- ii. The College reserves the right to withhold official records for students in arrears.
- iii. Allow 10 business days for processing once you have submitted your form. Rush requests are not permitted.
- iv. Use the [Official Transcript Request form](#) to order copies of your official Aurora College Transcript.