

## Replacement Parchment Request Form

Graduates who have had their parchment misplaced, damaged, or destroyed, can be replaced by the NOSM University Office of the Registrar using this form. The original parchment must be returned to the Office of the Registrar prior to a replacement parchment being distributed. If the original parchment cannot be returned, a signed and sealed statutory declaration from a Notary Public is required in its place. The replacement parchment will be the most current version of the NOSM University parchment. **Original parchment or statutory declaration MUST be received by the Office of the Registrar prior to replacement parchment being distributed.**

Submit this completed form along with any necessary supporting documentation to the Office of the Registrar at [registrar@nosm.ca](mailto:registrar@nosm.ca) or by mail to: NOSM University, Office of the Registrar (MSW 2003), RE: Replacement Parchment, 955 Oliver Road, Thunder Bay, ON, P7B 5E1. Payment must be made with the Student Accounts Office.

<b>First Name:</b>		<b>Last Name:</b>	
<b>Date of Birth:</b>		<b>NOSM U Student ID:</b>	
<b>Phone Number:</b>		<b>NOSM U Email:</b>	
<b>Current Address:</b>			

- I have returned my original parchment.
- I will not be able to provide my original parchment and have attached a statutory declaration.

**Name of degree or certificate (e.g., Doctor of Medicine) and reason the original parchment cannot be returned:**

**Delivery Method:**

Parchments can either be picked up at the MSW Campus in Thunder Bay or the MSE Campus in Sudbury at no additional cost or can be mailed to an address of your choice with an additional mailing fee (see below).

- Pick up – MSW Thunder Bay Campus
- Pick up – MSE Sudbury Campus
- Regular mail - \$15.00 additional fee
- Expedited mail - \$30.00 additional fee

**Mailing Address for Replacement Parchment:**

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**Payment Method:**

There is a \$50.00 fee for each replacement parchment with an additional mailing fee if applicable.

To make a payment, scan the QR code below or please visit [nosm.ca](http://nosm.ca) > MyNOSM U > Learners > Self-Service > Log-in > Account information > click "Make a Payment" > click "Make a Payment" under the PayMyTuition logo.



Please submit full payment of replacement parchment plus any additional mailing fees in one transaction. Please contact the Student Accounts Office at [account@nosm.ca](mailto:account@nosm.ca) if you have any payment related questions.

<b>Print Name:</b>	<b>Signature:</b>	<b>Date (MM/DD/YYYY):</b>

**FOR OFFICE USE ONLY:**

<b>Date Received:</b>		<b>Processed By:</b>	
<b>Date Processed:</b>		<b>Signature:</b>	