

Parchment Pickup Letter of Authorization

Office of the Registrar – Convocation
 University of Northern British Columbia
 3333 University Way, Prince George, BC V2N 4Z9
Phone: 250-960-6300 **Fax:** 250-960-6330
E-mail: credentials@unbc.ca **Web:** www.unbc.ca/registrar
Web: www.unbc.ca/convocation

Student #		Birthdate	DD/MM/YYYY
Last Name		Phone #	- -
First Name		E-mail	@unbc.ca

IMPORTANT INFORMATION

The original signed form must be sent to the Office of the Registrar, or accompany the person designated to pick up your parchment.

If you are unable to provide the original form, only attachments sent from your UNBC email address will be accepted.

Date: _____ **To:** **Office of Registrar**
University of Northern BC
3333 University Way
Prince George, BC V2N 4Z9

I, _____ authorize _____
 (Your Name here – please print) (Print name of person authorized to pick up parchment)

to pick up my parchment on my behalf. My details are as follows:

Student Number: _____

Degree Earned: _____

Major: _____

Date/Year of Graduation: _____

PLEASE NOTE: Any financial obligations owing to UNBC must be paid prior to release of parchment.

 Signature of Graduate
 (Original signature mandatory)

 Date

Office Use Only	
Individual or Designate ID Verified	
Date Entered In SPACMNT	
Staff Initials	