



Parchment Application

(Please Print Clearly)

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

Name: _____

Address: _____
(Normally a Permanent address where certificate or diploma can be mailed, especially after Convocation)

City: _____ Province: _____ Postal Code: _____

Parchment applications are processed monthly except during the graduation period April-June
If you require proof of graduation, you may order an Official Transcript once your graduate status has been determined. Transcript request forms can be found online at www.gprc.ab.ca/transcripts.

Application for a new Parchment:

I will complete/have completed program requirements as of the year _____

Check term below (√):

- December (Fall term)
- April (Winter term)
- June (Spring term)
- August (Summer term)

Please print a parchment for the certificate or diploma indicated on the reverse.

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

Please reprint a parchment for the certificate or diploma indicated on the reverse.

Method of payment for the \$20 Parchment reprint fee:

Debit Cash Cheque/Money Order Credit Card – complete the information below:

Credit Card Number		Expiry Date		For Office Use only
Card Holder Name				
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 pretences are serious offences which may result in prosecution under the College's Student Misconduct Policy and/or the Criminal Code of Canada.

Signature _____

Date _____

Certificates

- Certificate of Grade 12 Equivalency
- Certificate in Administration
- Certificate in Business Administration
- Certificate in Computer Systems Technology
- Certificate in Early Learning and Child Care
- Certificate in Educational Assistant
- Certificate in Fitness Leadership
 - Fitness Leadership
 - Active Aging Fitness Practitioner
- Certificate in Office Administration
 - Office Administration
 - Basic Bookkeeping
 - Dental Office Specialist
 - Oil & Gas
- Adult Education Certificate in Transitional Vocational Program
- Certificate in Unit Clerk
- Certificate in Visual Arts, Foundation Studies
- Post-RN Certificate in Perioperative Nursing

Trades Certificates

- Certificate of Achievement in Cooperative Trades Orientation
 - Certificate in Harley-Davidson® Technician
 - Certificate in Heavy Equipment
 - Diploma in Heavy Equipment Service Technician
 - Certificate in Power Engineering (state class, levels)
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- Pre-employment Certificate
 - General Mechanic
 - Millwright/Machinist
 - Motorcycle Mechanic
 - Outdoor Power Equipment Technician
 - Parts Technician
 - Welding
 - Other** – if your program is not listed, especially from prior years, please specify below:

Diplomas

- Diploma in Animal Health Technology
- Diploma in Business Administration,
 - General Major
 - Accounting Major
 - Financial Services Major
 - Marketing Major
- Diploma in Computer Systems Technology
- Diploma in Early Learning and Child Care
- Diploma in Fitness Leadership
 - Personal Trainer Specialization
 - Older Adult Fitness & Wellness Specialization
- Diploma in Hospitality & Tourism
- Diploma in Music
 - Acoustic Specialization
 - Interactive Digital Design
- Diploma **or** Intensive Diploma in Office Administration
 - Computerized Accounting Assistant (intensive)
 - Legal Secretary Specialist
 - Microcomputer Office Specialist
 - Professional Bookkeeping (diploma)
- Diploma in Visual Arts and Design

University Transfer

- Diploma in University Studies
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- (Specify your transfer program)*
- Associate of Arts
 - Associate of Science
 - Certificate of Achievement in French as a Second Language

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. Your name may be published in the Convocation Program with information on the program of studies you have successfully completed. The details made public at Convocation may also include any academic honours you have been awarded. Names of students graduating from various College programs and the academic honours students have been awarded may also 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.

Signature _____

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

Date Received: _____

Printed: _____

Notes: _____

Mailed: _____