WORKDAY STUDENT TRAINING

How to Order Certified Copies of Your Diploma

Overview

In Workday, a diploma is referred to as a **parchment**.

In some circumstances, students may just need a certified copy of their parchment. Certified copies are photocopies of the original or replacement parchment, printed on regular paper and stamped to certify that they are true copies.

To order a certified copy, students either need to 1) provide the original parchment to Enrolment Services or 2) order a replacement parchment of which the certified copy can be made of.

Students, alumni, and select staff groups can order Certified Copies online. Several processing types and delivery methods are available for students to choose from, and payment is made online.

Who can order Replacement Parchment & Certified Copies

- 1. Students who have earned the educational credential(s) from the UBC
- 2. Students who do not have diploma related holds in Workday
- 3. Enrolment Services Records Staff

Instructions

Step 1: Access the UBC Official Documents Portal

On your Academics dashboard, find the link to access the UBC Official Documents (ODMT).

| ≡ MENU | Q Search | | ¢ 🖻 | ٨ |
|---|--|--|---------|---|
| ← Academics | | | | ٢ |
| Academics Registration & Courses Oraduation Support Elections Academic Progress | My Holds Hold Details Hold Resolution Instructions Types No items available. | | > > > > | |
| | Þ | Academic Calendar UBC Academic Calendar UBC Academic Calendar Holds Active Holds Transcripts and Enrolment/Completion Letters UBC Official Documents | | |

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Step 2: Order Certified Copies

In ODMT student view, select Certified Copy of Parchment from the left menu.

| der Options | Order History | | | | | | |
|--|---------------|-----------------------|-----------|-------|--------------------|------------|---|
| Official Transcript | ai | Document Type | Status | Total | Created At | Created By | |
| Confirmation of Enrolment Letter Program Completion Letter | 3830 🗖 | Replacement Parchment | Canceled | 93.37 | 8/14/2024 10:13 PM | | |
| Tax Form T4A Request | 3829 🖬 | Replacement Parchment | Canceled | 93.37 | 8/14/2024 10:07 PM | | |
| Tax Form T2202 Request Replacement Parchment | 3768 🗖 | Official Transcript | Completed | 15 | 8/13/2024 12:19 PM | | |
| Certified Copy of Parchment | 3764 🛃 | Official Transcript | Completed | | 8/13/2024 9:34 AM | | |
| | 3763 🖬 | Official Transcript | Completed | 0.00 | 8/13/2024 9:27 AM | | |
| | 3699 🖬 | Official Transcript | Completed | 0.00 | 8/9/2024 10:14 AM | | |
| | 3681 🗖 | Tax Form T4A Request | Completed | | 8/8/2024 2:47 PM | | |
| | 3680 🖬 | Tax Form T4A Request | Completed | 14 | 8/8/2024 2:46 PM | | |
| | 3678 🖬 | Replacement Parchment | Completed | 0.00 | 8/8/2024 2:41 PM | | |
| | 3676 🔼 | Official Transcript | Completed | 0.00 | 8/8/2024 2:38 PM | | |
| | | | | | | | <pre>< < 1 - 10 of 61 > >></pre> |

Order Certified Copy of Parchment by entering the following:

- a. Enter the **Requestor Email**
- b. Select the **Credential**

| er Certified Copy of quest' after adding a Recipient. | Parchment | | | |
|--|-----------------------------|---------------|--------------|--------|
| | | | | |
| Student Name: Justi | Request | Order Summary | Confirmation | |
| Requestor Email * | | | | 11/255 |
| Credential * | d Science | | | • |
| Please use the drop-down m | enu to select a credential. | | | |
| | | | | |
| | | - - | ₽. | |
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| L | | | | |

Step 3: Enter the Recipient Details

- a. Delivery Type: default to Print
- b. Delivery Option: choose Courier or Pick up
 - If you choose Courier, enter the Name, Address, and Phone Number below
 - If you choose **Pick up**, enter the Name. The address will default to Enrolment Services' address.

- c. Delivery Speed: Choose Standard or Rush
- d. Number of Copies: Enter the number
- e. **Special Instructions**: Fill in the Special Instructions if applicable. If there are special instructions, parchment delivery may be delayed.
- f. Click **REQUEST**

| tecipient | | |
|---|--------------------|-------------------------------|
| Delivery Type* | Delivery Option * | Delivery Speed * |
| O Print | • Courier OPickup | Standard |
| Name * | | |
| | | 0/255 |
| Address Line 1* | Address Line 2 | City * |
| 854 Shasta Estates Neck 23/255 | 0/25 | 5 South Jenettechester 20/255 |
| Province* | Postal Code * | Country* |
| BC 2/255 | V2B 1C8 7/25 | G Canada 🗸 |
| Phone Number* | Number of Copies * | |
| | 1 | |
| Special Instructions | | |
| | | 0/255 |
| If there are special instructions, parchment delivery may be delayed. | | |
| | | |
| | Price: \$29.49 | Total: \$29.49 |
| | | |

If you choose **Courier**, enter the Name, Address, and Phone Number below.

| Delivery Type* | | Delivery Option * | | Delivery Speed * | |
|---|-------------|--------------------|--------|------------------|-------|
| O Print | | 🔿 Courier 💿 Pickup | | Standard Rush | |
| Name * | | | | 2 | |
| | | | | | 0/255 |
| Address Line 1* | | Address Line 2 | | City* | |
| Vancouver Campus, Main Floor Brock Hall | 39/255 | 1874 East Mall | 14/255 | Vancouver | 9/255 |
| Province * | | Postal Code * | | Country* | |
| BC | 2/255 | V6T 1Z1 | 7/255 | Canada | - |
| Number of Copies * | | | | | |
| 1 | | | | | |
| Special Instructions | | | | | |
| | | | | | 0/255 |
| If there are special instructions, parchment delivery may | be delayed. | | | | |
| | | | | | |
| | | Price: \$7.49 | | Total: \$7.49 | |

If you choose **Pickup**, enter the Name. The Address will auto-populate with Enrolment Services' address.

Step 4: Review the Order Detail

- a. Review the Order Detail
- b. Click PROCEED TO PAYMENT

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| | | opy of Parchme ning the Order Summary. | ent | | | | |
|------|------|---|-----------------|----------------|---------|------------------|--------------------|
| | _ | Request | | Order Summary | | Payment | |
| | Name | Delivery Type | Delivery Option | Delivery Speed | Price | Number of Copies | Total |
| | Test | Print | Pickup | Rush | \$15.19 | 1 | \$15.19 |
| | | | | | | 13 | 4 |
| | | | | | | | |
| BACK | | | | | | | PROCEED TO PAYMENT |

c. Click **YES** to proceed to Payment

| F | Proceed to | Payment? | | |
|------------|------------|-----------------|----------------|--|
| (| NO | | YES | |
| eliverv Tv | pe | Delivery Option | Delivery Speed | |

Step 5: Proceed to Payment

a. Click PAY

| Order Certif | ied Copy of Parchment ^π | | | |
|--------------|---------------------------------------|---------------|---------|--|
| | Request PAY \$15.10 | Order Summary | Payment | |
| | | | 4 | |
| | | | | |
| | | | l} | |
| | | | | |
| | | | | |
| CLOSE | | | | |

b. A payment page shows up in another window. Enter the **Payment Information** to complete the request.

| Payment | Confirmation | Receipt |
|------------------------------------|--|----------------------------------|
| THE UNIVERSITY OF BRITISH COLUMBIA | Payment Information | * Indicates required information |
| | Total: | CAD 15.19 |
| | Payment Method:" | Credit Card 🗸 |
| | VISA ORDEREGAN DISCOVER OF BCCard | |
| | Account Information | * Indicates required information |
| | Credit Card Type:* | Select a Credit Card Type |
| | Account Number:" | |
| | Expiration Date:" Security Code: " | 08 • 2024 • |
| | | View Example |
| | Name on Card:* | |
| | Billing Information Street Address 1:* | * Indicates required information |
| | | |

c. Review the confirmation details after the payment.

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| | O | | |
|--|--|----------------------|-------------|
| Payment | Confirmation | Receipt | |
| UBC THE UNIVERSITY OF BRITISH COLUMBIA | Thank you! This is your receipt. | | |
| | V Success | | × |
| | Thank you, Your payment has been successfully processed. | | |
| | Amount: | CAD 71.37 | |
| | Total: | CAD 71.37 | |
| | Date and Time: | 2024-08-14, 10:18 PM | |
| | Name on Card: | Test | |
| | Account Number: | xxxxxxxxxxxx2124 | |
| | Card Type: | Mastercard | |
| | Reference Number: | 20240815900000 | |
| | System Tracking ID: | 5375 | |
| | *** Card Not Present *** | | |
| | | | ß |
| | | Print Receip | ot Continue |

d. On the **Payment Success** page, you may click the ID to view order details in ODMT.

| | Request | Order Summary | Payment |
|-----------------------------|--|---------------|---------|
| Payment Success | | | |
| ID | 3832 🗖 Uick-ne link above to view your order. | | |
| Payment Status | Completed | | |
| Payment Amount | 15.19 | | |
| Payment Reference Number | 1723699492 | | |
| Payment Date | August 14, 2024 | | |