

How to Order a Replacement Diploma

Overview

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

A replacement parchment is an official reprint of the original UBC parchment. It looks exactly like the original except with the notation "Replacement Diploma month/year" in small print along the front and bottom. Alumni will order these if they lost the original or want a second copy.

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

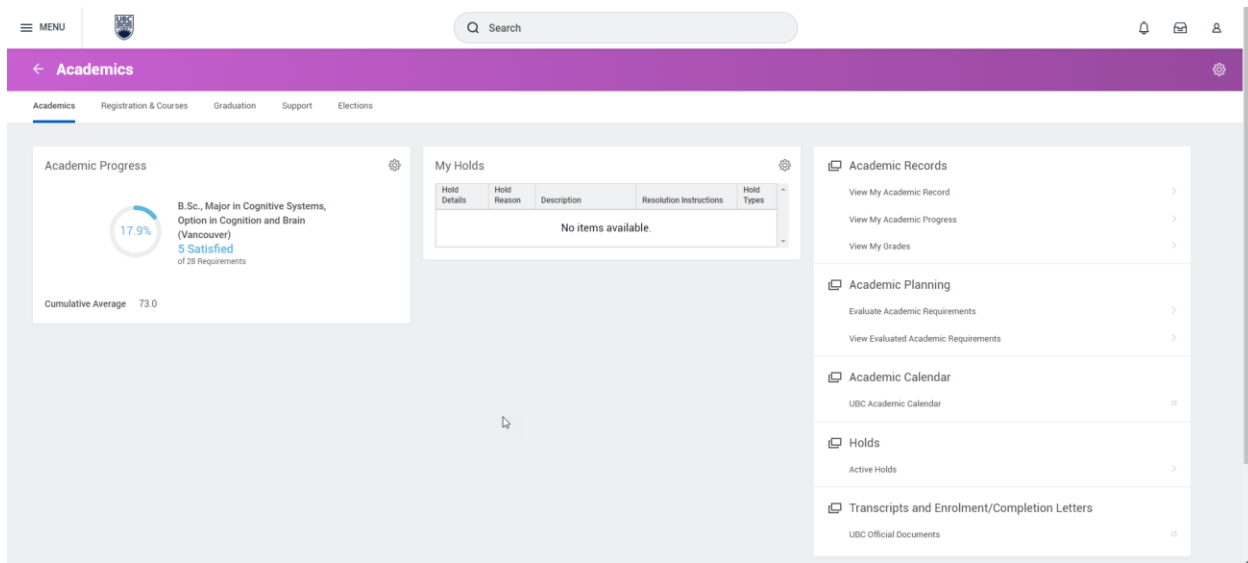
Who can order Replacement Parchment & Certified Copies:

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).



Step 2: Order Replacement Parchment

In ODMT student view, select **Replacement Parchment** from the left menu.

August 14, 2024 Welcome

Order Options

- Official Transcript
- Confirmation of Enrolment Letter
- Program Completion Letter
- Tax Form T4A Request
- Tax Form T2202 Request
- Replacement Parchment**
- Certified Copy of Parchment

Order History

ID	Document Type	Status	Total	Created At	Created By
3830	Replacement Parchment	Canceled	93.37	8/14/2024 10:13 PM	
3829	Replacement Parchment	Canceled	93.37	8/14/2024 10:07 PM	
3768	Official Transcript	Completed	-	8/13/2024 12:19 PM	
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	-	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	

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Order Replacement Parchment by entering the following:

- Enter the **Requestor Email**
- Select the **Credential**
- Select the options from **Name on Diploma**

Order Replacement Parchment

Click 'Request' after adding a Recipient.

Request

Order Summary

Confirmation

Student Name: Justin Hua

Requestor Email *
test@ubc.ca 11/255

Credential *
2023 - Bachelor of Applied Science

Please use the drop-down menu to select a credential.

Name on Diploma *
Justin Hua

CANCEL REQUEST

Step 3: Enter the Recipient Details

- Delivery Type:** default to **Print**
- 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.
- 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**

Recipient

Delivery Type * <input type="radio"/> Print		Delivery Option * <input checked="" type="radio"/> Courier <input type="radio"/> Pickup		Delivery Speed * <input checked="" type="radio"/> Standard <input type="radio"/> Rush	
Name * <input type="text"/>					
Address Line 1 * <input type="text"/>		Address Line 2 <input type="text"/>		City * <input type="text"/>	
Province * <input type="text"/>		Postal Code * <input type="text"/>		Country * <input type="text"/>	
Phone Number * <input type="text"/>		Number of Copies * <input type="text"/>			
Special Instructions <input type="text"/>					
<small>If there are special instructions, parchment delivery may be delayed.</small>					
Price: \$93.37				Total: \$93.37	

REQUEST

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

Recipient

Delivery Type * <input checked="" type="radio"/> Print		Delivery Option * <input type="radio"/> Courier <input checked="" type="radio"/> Pickup		Delivery Speed * <input checked="" type="radio"/> Standard <input type="radio"/> Rush	
Name * <input type="text"/>					
Address Line 1 * <input type="text"/>		Address Line 2 <input type="text"/>		City * <input type="text"/>	
Province * <input type="text"/>		Postal Code * <input type="text"/>		Country * <input type="text"/>	
Number of Copies * <input type="text"/>					
Special Instructions <input type="text"/>					
<small>If there are special instructions, parchment delivery may be delayed.</small>					
Price: \$71.37				Total: \$71.37	

REQUEST

*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**

Order Replacement Parchment

Click 'Proceed to Payment' after confirming the Order Summary.

Request			Order Summary		Payment	
Name	Delivery Type	Delivery Option	Delivery Speed	Price	Number of Copies	Total
Test	Print	Pickup	Standard	\$71.37	1	\$71.37

BACK PROCEED TO PAYMENT

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

Proceed to Payment?

NO YES

Delivery Type Delivery Option Delivery Speed

Step 5: Proceed to Payment

a. Click **PAY**.

Order Replacement Parchment

Click 'Pay' to make payment.

PAY \$71.37

Request Order Summary Payment

CLOSE

- b. A payment page will show 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 71.37

Payment Method:

Credit Card

Account Information
* Indicates required information

Credit Card Type:

Select a Credit Card Type

Account Number:

Expiration Date:

08

2024

Security Code:

View Example

Name on Card:

Billing Information
* Indicates required information

Street Address 1:

- c. Review the confirmation details after the payment.

Payment

Confirmation

Receipt

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Thank you! This is your receipt.

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 ***	

Print Receipt
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
383
Click the link above to view your order.

Payment Status
Completed

Payment Amount
71.37

Payment Reference Number
1723699038

Payment Date
August 14, 2024