

**PROCEDURE AND INFORMATION**

Complete the attached form and send back to the registrar's office of your institution with the required documents and payment.

Please allow four to six weeks for delivery.

The maximum number of duplicates for life is two (2) in addition to the original diploma.

The French duplicate diploma will indicate the date on which it was printed.

The visual look of the duplicate may be different from the original since it respects current standards. However, the text on the diploma is an exact copy of the original text.

Please note that by completing the request on line, the "RECEIPT" section will be filled in automatically.

**AFFIDAVIT**

The affidavit is a sworn statement that the original diploma was not received. The affidavit must be signed by you and countersigned by a commissioner for oaths who also adds his/her stamp and commissioner number.

The Justice Québec website features a search tool to help you find commissioners for oaths in your area and their contact information. This tool is available at: <http://www.assermentation.justice.gouv.qc.ca/ServicesPublicsConsultation/Commissaires/Proximite/Criteres.aspx>

**REGISTRAR CONTACT INFORMATION FOR UNIVERSITÉ DU QUÉBEC INSTITUTIONS****Université du Québec Trois-Rivières**

Registrar's Office  
3351, boul. des Forges  
Trois-Rivières (QC) G9A 5H7  
Phone: 1 800 365-0922 or  
819 376-5011, ext. 2588  
[Vanessa.Goupil@uqtr.ca](mailto:Vanessa.Goupil@uqtr.ca)

**Université du Québec à Chicoutimi**

Registrar's Office  
555, boul. de l'Université  
Chicoutimi (QC) G7H 2B1  
Phone: 418 545-5011, ext. 2139  
[bdrdirection@uqac.ca](mailto:bdrdirection@uqac.ca)

**Université du Québec à Rimouski**

Registrar's Office  
300, allée des Ursulines  
Rimouski (QC) G5L 3A1  
Phone: 418 723-1986, ext. 1377  
[diplomation@uqar.ca](mailto:diplomation@uqar.ca)

**Université du Québec en Outaouais**

Registrar's Office  
C.P. 1250, Succursale Hull  
Gatineau (QC) J8X 3X7  
Phone: 1 800 567-1283, ext. 1848 or  
819 773-1848  
[louise.sirois@uqo.ca](mailto:louise.sirois@uqo.ca)

**Université du Québec en Abitibi-Témiscamingue**

Registrar's Office  
445, boul. de l'Université  
Rouyn-Noranda (QC) J9X 5E4  
Phone: 819 762-0971, ext. 2210  
[registraire@uqat.ca](mailto:registraire@uqat.ca)

**Institut national de la recherche  
scientifique**

Registrar's Office  
490, rue de la Couronne  
Québec (QC) G1K 9A9  
Phone: 1 877 326-5762 or  
418 654-4677  
[Registriariat@adm.inrs.ca](mailto:Registriariat@adm.inrs.ca)

**École nationale d'administration publique**

Registrar's Office  
555, boul. Charest Est  
Québec (QC) G1K 9E5  
Phone: 418 641-3000, ext. 6114  
[registraire@enap.ca](mailto:registraire@enap.ca)

**Télé-université**

File Management Department  
455, rue du Parvis  
Québec (QC) G1K 9H6  
Phone: 1 888 843-4333 or  
418 657-2262, ext. 5312  
[gestion\\_dossiers@teluq.ca](mailto:gestion_dossiers@teluq.ca)

**INFORMATION**

First name and last name	<div style="text-align: center; font-size: small;">Year / Month / Day</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 0 auto;"></div> Date of birth	Student ID at the institution									
Address (where the new diploma will be sent)		Daytime phone number									
Program of studies – 1		Second phone number									
Program of studies – 2	Institution > (check one box only)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">UQTR</td> <td style="width: 33%; text-align: center;">UQAC</td> <td style="width: 33%; text-align: center;">UQAR</td> </tr> <tr> <td style="text-align: center;">UQO</td> <td style="text-align: center;">UQAT</td> <td style="text-align: center;">INRS</td> </tr> <tr> <td style="text-align: center;">ÉNAP</td> <td style="text-align: center;">TÉLUQ</td> <td></td> </tr> </table>	UQTR	UQAC	UQAR	UQO	UQAT	INRS	ÉNAP	TÉLUQ	
UQTR	UQAC	UQAR									
UQO	UQAT	INRS									
ÉNAP	TÉLUQ										
E-mail											

**REASON FOR THE REQUEST**

Request for a duplicate (fee of \$55 per additional copy)<sup>1</sup>

Quantity: \_\_\_\_ (Maximum of 2)

Replacement of a diploma containing incorrect information (no fee charged)

(Attach the original)

Please specify the modification:

Incorrect text: \_\_\_\_\_

Corrected text: \_\_\_\_\_

Request for large format (fee of \$80)<sup>1</sup>

Available format: 28 cm (11 in.) x 38 cm (15 in.)

Quantity: \_\_\_\_ (Maximum of 2)

Modification of the name on the diploma following a legal name change

(fee of \$55)<sup>1</sup>

(Attach the original, the additional copies and the relevant official documents:

Copy of an Act of Marriage, official attestation of name change, etc.)

Please specify the change:

Former name: \_\_\_\_\_

New name: \_\_\_\_\_

Diploma not received by the recent graduate (no fee charged)

(A duplicate will be issued. The application must be made within five (5) months of the date the diploma was sent and include an affidavit attesting the diploma was not received.)

Signature of the graduate

Date

**PAYMENT METHODS**

Cheque

Certified cheque

Money order

Make the payment to

**Université du Québec**

Credit card \*



Card number

\* Debit cards are not accepted.

Expiry date

CVV2 number

Cardholder

Cardholder signature

As the cardholder, I authorize Université du Québec to charge my card the amount of:

\$ \_\_\_\_\_

Date

**RECEIPT**

First name and last name

Address

Amount: \$ \_\_\_\_\_

Year / Month / Day

Date of birth

**RÉSERVÉ À L'ADMINISTRATION**

Amount received \$ \_\_\_\_\_

Cheque

Certified cheque

Money order

Credit card

Signature, Secretary General

Date

Signature for credit card, Financial Resources Dept.

Date