

Date Received
Office Use Only

Credential Request Form

Registrar's Office
222 St. Patrick Street Toronto, ON M5T 1V4
regoffice@michener.ca | 1 (416) 596-3117 or 1 (800) 387-9066

PERSONAL INFORMATION (PRINT CLEARLY)

STUDENT ID		DATE OF BIRTH ____ / ____ / ____ <small>MONTH DAY YEAR</small>	
GRADUATE'S LAST NAME	PREVIOUS LAST NAME	GRADUATE'S FIRST NAME	MIDDLE NAME
STREET ADDRESS		CITY/TOWN	PROVINCE
POSTAL CODE	COUNTRY	EMAIL ADDRESS	TELEPHONE

CREDENTIAL REQUEST OPTIONS

If you graduated more than two years ago, please complete the Credential Replacement Form

- A. Program Name: _____ Graduation Year: _____
- Credentials are NOT available for mail-out or pick-up prior to the convocation date set for the graduating year (eg. 2024 Credentials are not available prior to the June 15th, 2024 Convocation)
- B. Delivery Options
Pick-up, Photo ID Required (During Registrar's Office business hours)

- Name of individual picking up credentials: _____

Mail Delivery (Please note we cannot send to PO Boxes via Courier, Courier tracking is available upon request)

Address Above Address Below
 Regular Mail Courier Canada \$10 Courier United States \$25 Courier International \$50
CE Certificates Only

ATTN		STREET ADDRESS	
DEPT		CITY/TOWN	
PROVINCE	COUNTRY	POSTAL CODE	

Please allow 4 to 6 weeks after graduation for shipping

PAYMENT DETAILS

Courier Fees: \$ _____

Payment Method

Credit Card (Visa, AMEX, Mastercard)	Debit (In-person only)	Certified Cheque
Cash (In-person only)	Money Order	(No Personal Cheques)

IF CREDIT CARD PAYMENT:

CREDIT CARD NUMBER _____ / _____
EXPIRY DATE

CARDHOLDER SIGNATURE _____ _____
CARDHOLDER NAME (PLEASE PRINT) DATE

AUTHORIZATION AND DECLARATION: I certify that the information contained herein and in the supporting documents is true, correct, and complete.

Student Signature: _____ DATE: _____

The information on this form is collected under the authority of the Michener Institute of Education at UHN and will be protected and used in compliance with the Ontario Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31. Student information held by the Michener Institute of Education at UHN may be used for administrative and statistical purposes of the Institute and/or the ministries and agencies of the Government of Ontario and the Government of Canada.