

# REPLACING A DIPLOMA

---

## Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May/June or October/November. **Diplomas are not available prior to the Convocation ceremony as the date on the parchment corresponds to the date of the ceremony.**

## Replacing a lost diploma

To replace a lost diploma, you must submit an order and pay for its replacement and delivery by courier using the ES Services eStore.

## Requesting a diploma following your Convocation ceremony

If you did not attend your Convocation ceremony and need your diploma, you can submit an order and pay for its delivery by courier using the ES Services eStore or contact Service Point for an appointment to pick up your diploma.

**Unclaimed diplomas will be held for two years after the Convocation ceremony.** If it has been more than two years since Convocation, an unclaimed diploma will be destroyed as per the University Archives retention rules. You will then have to request and pay for a replacement diploma.

## Modifying the name on your diploma

If you have changed your name after graduation and need to obtain a replacement diploma with your new name, first follow the steps to request a name change by completing and signing a Personal Data Change Form and submitting the required supporting documentation. Once you have received confirmation that your McGill record reflects the updated name, submit a request for a replacement diploma and pay the fee for replacement and delivery via courier using the ES Services eStore.

## Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original English or Latin).

## Submitting Your Request

For all diploma-related requests (i.e. replacement, mailing following convocation, certified copy, or translation) please visit the ES Services eStore.