

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.

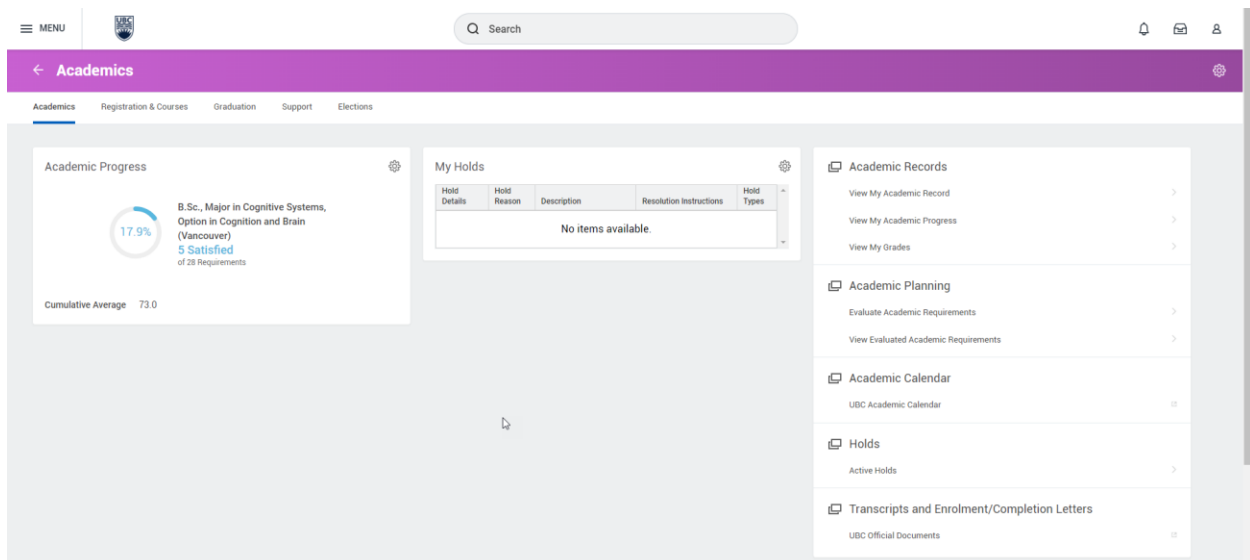
Who can order Replacement Parchment & Certified Copies

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

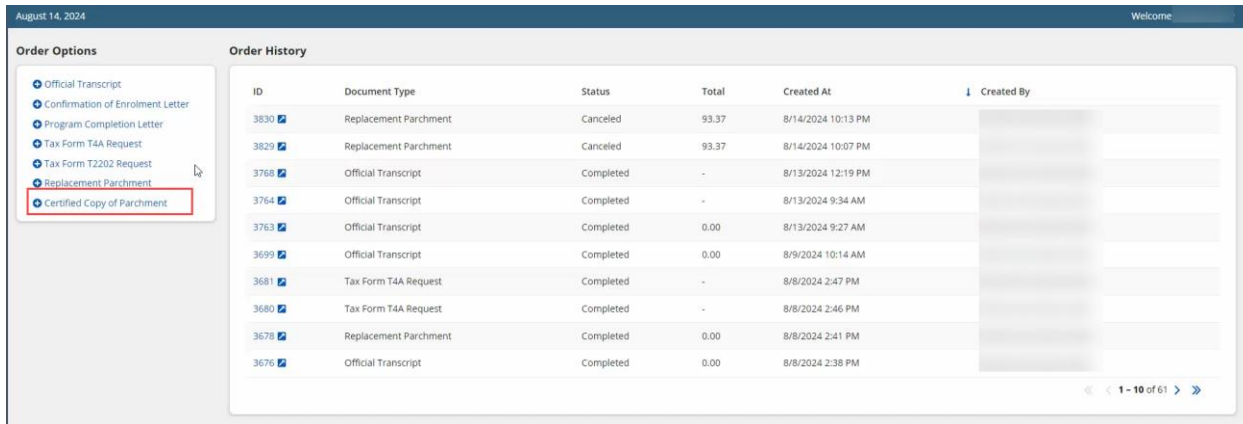
Step 1: Access the UBC Official Documents Portal

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



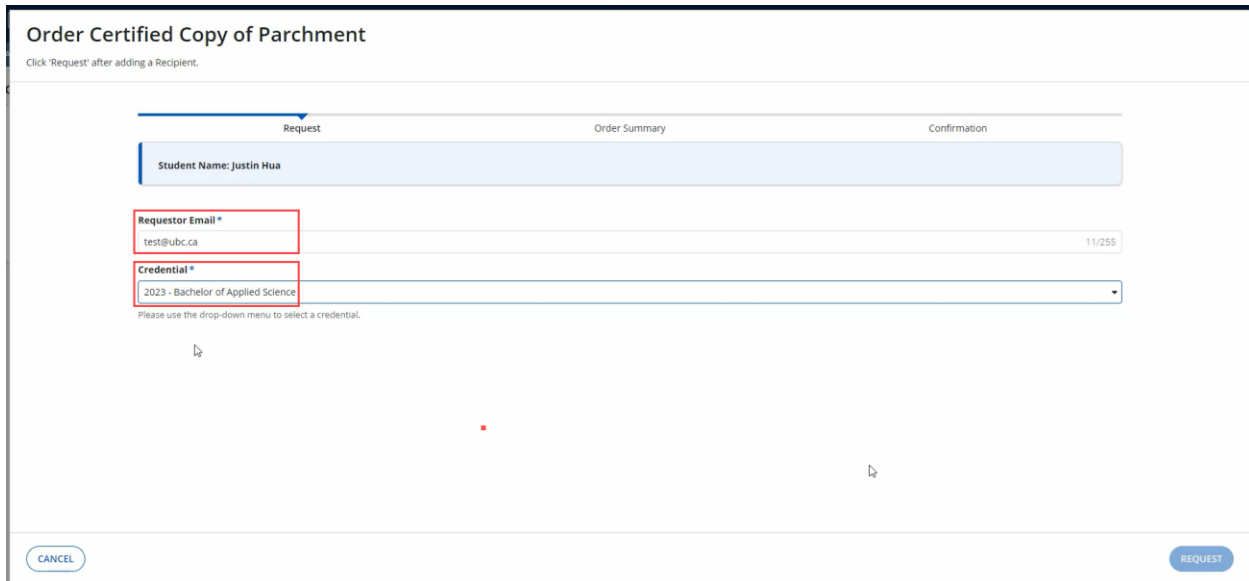
Step 2: Order Certified Copies

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



Order Certified Copy of Parchment by entering the following:

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



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**

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* 854 Shasta Estates Neck 23/255 | | Address Line 2 <input type="text"/> 0/255 | | City* South Jettetechester 20/255 | |
| Province* BC 2/255 | | Postal Code* V2B 1C8 7/255 | | Country* Canada | |
| Phone Number* <input type="text"/> | | Number of Copies* 1 | | | |
| Special Instructions <input type="text"/> | | | | | |
| 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.*

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* Vancouver Campus, Main Floor Brock Hall 39/255 | | Address Line 2 1874 East Mall 14/255 | | City* Vancouver 9/255 | |
| Province* BC 2/255 | | Postal Code* V6T 1Z1 7/255 | | Country* Canada | |
| Number of Copies* 1 | | | | | |
| Special Instructions <input type="text"/> | | | | | |
| 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**

Order Certified Copy of 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 | Rush | \$15.19 | 1 | \$15.19 |

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

Proceed to Payment?




Delivery Type Delivery Option Delivery Speed


Step 5: Proceed to Payment

a. Click **PAY**

Order Certified Copy of Parchment
Click 'Pay' to make payment.

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









Payment

Confirmation

Receipt



Payment Information * Indicates required information

Total: CAD 15.19

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:

Street Address 2:

- c. Review the confirmation details after the payment.



Payment



Confirmation



Receipt



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 [3832](#)
Click the link above to view your order.

Payment Status Completed

Payment Amount 15.19

Payment Reference Number 1723699492

Payment Date August 14, 2024