



**REQUEST FORM FOR  
CONVERTED JURIS DOCTOR DIPLOMA  
& JURIS DOCTOR OFFICIAL TRANSCRIPT**

*Note: The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by the Faculty of Law and the Office of the University Registrar to process your request and to facilitate alumni relations. For more information, please contact the Assistant Dean of Students, Faculty of Law, Macdonald Hall, Room 200, 128 Union St. Kingston, Ontario K7L 3N6 613.533.2220 or contact the Office of the University Registrar (Records and Services), Queen's University, Gordon Hall, 74 Union St., Kingston, Ontario K7L 3N6 613.533.2040.*

**Date of Request:** (dd/mm/yy) \_\_\_\_\_

**Name in Full** \_\_\_\_\_

(Full legal name with no initials required –if you have had a name change since graduation with the LL.B. degree, please see [http://www.queensu.ca/registrar/policies/names\\_policy.html](http://www.queensu.ca/registrar/policies/names_policy.html).)

**Student Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
(if known) (dd/mm/yy)

**Date LL.B. Granted:** \_\_\_\_\_  
(mm/yy)

You are required to submit *with your request form*, your original Bachelor of Laws (LL.B) Diploma parchment. **If you no longer possess the original LL.B. diploma you will be required to complete a Statutory Declaration of Loss.** Submit the diploma and request form to the Student Services Office, Faculty of Law, Queen's University, Macdonald Hall, Room 200, 128 Union St. Kingston, Ontario, K7L 3N6, attention: Ms. Nancy Leake , **along with a cheque for \$55.00 made payable to Queen's University (\$40.00 JD diploma, \$15.00 revised transcript).**

**Send Converted J.D. Diploma and Updated Transcript to:** (name and address in full)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Will pick up in person at Queen's (Gordon Hall)** \_\_\_\_\_

**Send by Courier** \_\_\_\_\_

**Signature:** \_\_\_\_\_