



# Convocation USB Request Form

USB PICKED UP  
Staff Initials

PAID STAMP

Western University, Office of the Registrar (Student Central), Room 1120, WSS, London, ON, N6A 3K7; Phone: 519-661-2100; FAX: 519-850-2590. The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: [www.westerncalendar.uwo.ca](http://www.westerncalendar.uwo.ca)

**Please use a separate form for each DIFFERENT ceremony you are requesting.**

You will receive your number of requested copies of the Convocation USB (providing they are available), approximately 6-8 weeks after the actual ceremony. If you do not receive anything, please contact our office.

Last Name					First Name				
Faculty					Student Number				
Street Address									
Apt/Unit					Province/State				
City					Postal/Zip Code				
Country					Phone Number				
Email									

Ceremony Requested (Available 2008 and forward *)				
	Year	Date	Time	Example
Spring Convocation				Year: 2016 Date: June 16 Time: 10:00am
Autumn Convocation				

\$25.00 per ceremony USB, including taxes. Mailing costs are additional and subject to change. **NO RETURNS.**

**In-Person Requests:** Student Central, Rm 1120 Western Student Services Bldg: Cash, Cheque, Money Order, or Debit/Credit

**Fax Requests:** Credit Card ONLY, please fill out information below;

**Mail Requests:** Credit Card, Cheque or Money Order. Cheques/Money Orders payable to 'The University of Western Ontario'.

*\*Orders will be processed upon receipt in office. Note USBs will not be available for mailing or pick-up until 6-8 weeks following the Convocation ceremony.*

Item Requested	Cost	Quantity	Subtotal
<b>eg. Convocation USB</b>	<b>\$25.00</b>	<b>2</b>	<b>\$50.00</b>
Convocation USB	\$25.00		
Mailing Inside Ontario	\$22.00		
Mailing Outside Ontario	\$30.00		
Mailing USA	\$40.00		
Mailing International	\$65.00		
Hold for Pick-up in Student Central <input type="checkbox"/>			<b>Total \$</b>
Signature:			Date:

Credit Card #																					Expiry: mm / yy
Name on Card:															Card type (Visa, MC):						