

Duplicate Diploma Order Form

Name: (Your name on your replacement diploma will appear as it does on your student record.)

Print name: Last First Middle

Student ID # (or last 4 digits of SSN) Birthdate (mm/dd/yyyy) Maiden Name/Name if different when student

Charges/Payment:

_____ Number of replacement diplomas. (Maximum of 2 copies. No charge for up to 2 copies total)

_____ Diplomas are sent via **USPS First Class Mail** at no charge, unless you select Fed Ex Delivery.

Please send my replacement diploma(s) using Fed Ex. I agree to pay Fed Ex/International Fed Ex charges which will be posted to my Ubill. (Domestic rate is \$15/International rate is \$45)

Degree Information:

Degree (ex: B.A., B.S., M.A., etc.) Major Graduation Date (mm/dd/yyyy)

Mailing Address and billing information:

Street Address City State Zip

E-mail Address Phone Number

Your Notarized Signature: (Sign this form before a Notary and the Notary will confirm your identity).

The notary requirement is waived **ONLY** if this form is mailed from an international address and bears an international postmark, however, your signature is still required.

Your signature

Signature of Notary

seal/stamp

Date Term Ends (mm/dd/yyyy)

For Office Use Only:

Date Form Received: _____

Student ID #: _____

Date Diploma Mailed: _____

Fed Ex charges logged: _____