

# University Diploma Replacement Form

This form should be used by alumni who are looking to replace ~~lost~~ or damaged diploma. There is a \$50.00 replacement charge. Please note that processing time for diplomas is approximately weeks.

Complete this form and sign below. PLEASE PRINT CLEARLY.

If the name you want on your diploma does not match the name on your official transcript, you must submit a copy of one of the following appropriate legal documents: marriage license/certificate, court order, divorce decree, adoption paper, passport/permanent visa, or Social Security card. (Exception: Expanding or shortening your middle name requires no documentation).

Student Name	(First)	(Middle)	(Last)
Address			
City	State	Zip	