



Registrar's Office

### APPLICATION FOR DUPLICATE DIPLOMA

Legal Name \_\_\_\_\_  
Last First Middle Maiden

Address \_\_\_\_\_  
Number and Street City State Zip Code

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

Reason for Request of Duplicate Diploma \_\_\_\_\_  
\_\_\_\_\_

Date of Graduation \_\_\_\_\_

Degree Earned and Major \_\_\_\_\_  
College Degree Major

Request for (Check One) \_\_\_\_\_ OR \_\_\_\_\_  
Duplicate Diploma Duplicate Diploma and Cover

Requested Date \_\_\_\_\_ Signature \_\_\_\_\_

**Note: Signatures of Current Officials will appear on Duplicate Diploma.  
Name will appear on New Diploma as written on application for duplicate diploma.**

**\$40.00 – Duplicate Diploma**  
**\$50.00 – Duplicate Diploma and Cover**  
*(Only Money Orders and Cashier's Checks Accepted in Registrar's Office)*

~ Please do not write below this line ~

4/1/08pjh

**FOR OFFICE USE**

Application Paid \_\_\_\_\_ Receipt Number if paid in Accounting (attach copy) \_\_\_\_\_

Application Processed By \_\_\_\_\_ Date \_\_\_\_\_

Order Typed By \_\_\_\_\_ Date \_\_\_\_\_

Approved for Processing By \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
**Registrar**

Date Mailed to Student \_\_\_\_\_

Certified Mail Tracking Number \_\_\_\_\_