



DIPLOMA DUPLICATE REQUEST FORM

These conditions must be met before a duplicate diploma can be ordered:

1. Diplomas will be issued only in the official name on record for the student.
2. Although the original date of graduation will be shown, the graduate must agree to accept the current diploma format concerning facsimile signature (e.g., president, dean, etc.) and size.
3. All diploma orders will contain a statement of "DUPLICATE" with the date of order in the lower right corner.
4. The graduate must pay the appropriate diploma fee of \$20.00.
5. Students must clear any financial or transcript holds on their record before their orders will be processed.

Full Name

StudentID(R#)

Street Address

Social Security Number if R# is not known

City

State

Zip

Phone Number

Email

Name as it should appear on the diploma