

## 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 10-12 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).