

## DUPLICATE DIPLOMA REQUEST

**DIRECTIONS**—Graduates of the University of Minnesota may order multiple copies of their diplomas for \$15 per copy. Duplicate diplomas can be ordered only *after* the original diploma is received and are mailed two to three weeks from receipt of order. If you will be working or continuing your studies abroad and this diploma will require an Apostille, please contact the Office of the Registrar at 612-626-4432.

### RETURN FORM:

**By mail to:**  
**Diplomas - Office of the Registrar**  
 200 Fraser Hall, 106 Pleasant St SE  
 Minneapolis, MN 55455

**On campus at:**  
 200 Fraser Hall

**By fax (if paying by credit card):**  
 612-625-4351

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

SECTION 1. Student information				
<b>NAME AS IT IS TO APPEAR ON THE DIPLOMA (please print clearly).</b> <i>If you are requesting a diploma name that differs significantly from the name on your records, you must submit documentation. For more information, contact the Office of the Registrar, 612-626-4432.</i>				
First	Middle	Last		
Daytime phone number	Email address	Date of birth	University ID or SSN	
Student signature (required)				Date
SECTION 2. Diploma information				
Diploma mailing address (line 1)			Recipient name	
Diploma mailing address (line 2)				
City	State	ZIP code	Country	
Recipient's daytime phone number (required for Priority Overnight or International Priority deliveries)				
PART A. Diploma #1				
College	Degree	Honors	Graduation date	
PART B. Diploma #2				
College	Degree	Honors	Graduation date	
SECTION 3. Order summary				
<b>Delivery method (all methods require 2-3 week processing time)</b>		<b>Quantity</b>	<b>Cost</b>	<b>Total</b>
<b>Regular service</b> (Sent via U.S. mail; Allow sufficient time for delivery by U.S. Mail, with up to three weeks or more for international mail.)			\$15 each duplicate diploma	
<b>Priority Overnight</b> (Next-business-day delivery by 3 p.m. to most U.S. addresses; recipient phone number is required and this method cannot be made to P.O. boxes.)			\$15 each duplicate diploma, plus \$15 delivery fee for each address	
<b>International Priority:</b> (2-5 business day delivery time; recipient phone number is required and this method cannot be made to P.O. boxes.)			\$15 each duplicate diploma, plus \$25 delivery fee for each address	
<b>Total diplomas requested:</b>			<b>Total amount due:</b>	
SECTION 4. Payment information				
<b>Requests will not be processed without payment.</b> Send check or money order payable to the University of Minnesota, or provide credit card information (Visa, MasterCard, Discover, Diner's Club, AmEx) with card number and expiration date. <i>NOTE: Overpayments of \$5.00 or less will not be refunded.</i>				
<b>Check one method of payment</b>			<b>Amount enclosed</b>	
<input type="checkbox"/> Cash (in-person orders only)			\$ _____	
<input type="checkbox"/> Check or money order payable to the University of Minnesota			\$ _____	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Diner's Club <input type="checkbox"/> Discover Card <input type="checkbox"/> AmEx			\$ _____	
Account #: _____ / _____ / _____ / _____			Expiration date: _____ / _____	



To request copies of this form in an alternative format, please call a Disability Resource Center liaison at 612-625- 9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.

