

Duplicate Diploma Request

Graduates of the University of Minnesota may order additional diplomas at no cost. Duplicate diplomas are mailed 1-2 weeks from receipt of the order. Orders will not be processed before graduation. If this diploma will require an Apostille, please contact the Office of the Registrar at 612-626-4432. You may order a duplicate diploma online at z.umn.edu/DuplicateDiploma.

Submit this form

By mail:

Office of the Registrar
200 Fraser Hall, 106 Pleasant St. SE
Minneapolis, MN 55455

In person:

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 name on diploma

Print your name as it is to appear on your diploma. Please print clearly. To request 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 at 612-626-4432.

First	Middle	Last	Date of birth
Phone	Email	University ID or last 4 digits of SSN	

Section 2. Diploma mailing address

Recipient name	Recipient's phone (required for Priority Overnight or International deliveries)		
Diploma mailing address (line 1)			
Diploma mailing address (line 2)			
City	State	ZIP code	Country

Part A. Diploma #1

College	Degree	Honors	Graduation date
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Part B. Diploma #2

College	Degree	Honors	Graduation date
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Section 3. Order summary

Choose a delivery method. All methods require 1 to 2 week processing time.	Cost per address	Quantity needed
Regular service via US mail Allow sufficient time for delivery with up to 3 weeks or more for regular international mail.	No charge	
International Priority Allow 2 to 5 business days for delivery after processing. Recipient phone number is required. This method cannot be used for P.O. boxes.	No charge	
Priority Overnight Next business day delivery by 3:00 p.m. to most US addresses after processing. Recipient phone number is required. This method cannot be used for P.O. boxes.	\$15.00	

Section 4. Payment for Priority Overnight shipping

Choose one payment method.			
<input type="checkbox"/> Cash (in-person orders only)			Amount enclosed:
<input type="checkbox"/> Check or money order payable to the University of Minnesota			Amount enclosed:
<input type="checkbox"/> Card	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx <input type="checkbox"/> Discover Card	Card number ____ / ____ / ____ / ____	Expiration date ____ / ____
			Amount enclosed:

Section 5. Student authorization (required)

Signature	Date
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To request copies of this form in an alternative format, call the Disability Resource Center at 612-626-1333. 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.

