

Telephone Number

E-mail Address

UFID

Please print your name **EXACTLY** as it is to appear on your diploma using capital and lower case letters, space between names, and any punctuation or accent marks. **If there has been a name change, you must include any documentation of this legal name change (i.e. court documents, marriage license, divorce papers, etc).**

Print name enrolled under if different from above

I am requesting an additional copy of my _____ diploma that was awarded
Specify degree

Date

Why are you requesting this additional copy of the diploma? (required)

- Lost
 Damaged
 Never Received
 Apostille/Credentialing
 Office copy
 Name Change

Other (specify):

Please print the address where you would like your diploma sent:

Street Address

City State Zip Code Country (non US)

Additional Notes

I certify that I am the above-named person, and the above statement is true and accurate to the best of my knowledge.

Hand-written Signature

Date

Note: Diploma orders take two to three months to be delivered from the date we place the order. If you have a financial obligation on your records, your diploma will not be ordered until the outstanding obligation with UFS has been cleared.

For Registrar Office Use Only		
Date Received: _____	Order Number: _____	Processor: _____
Date Mailed: _____	Date Picked Up: _____	Picked Up by: _____
Notes: _____		