

# REPLACEMENT DIPLOMA REQUEST



Please mail, fax, or email (as an attachment) the completed form to Enrollment Services. Allow 2 weeks for processing and delivery.

- Duplicate **Diploma** Fees: \$30 - Students graduated in current year; \$50 - All other graduates
- Duplicate **Certificate** Fees: \$15 - Students graduated in current year; \$25 - All other graduates

## DEGREE INFORMATION

Degree Received and Number of Copies Requested (Please enter number of copies in box)

Certificate of: _____	<input type="checkbox"/>	Associate of: _____	<input type="checkbox"/>
Bachelor of: _____	<input type="checkbox"/>	Masters of: _____	<input type="checkbox"/>

Term and Year of Graduation: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

## STUDENT INFORMATION

Name (As it should appear on the replacement diploma):

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Former/Maiden Name: If you attended LTU under a former/maiden name and wish to have your duplicate diploma reflect your new name, legal documentation is required and should be submitted with this form. (Ex. Copy of a Marriage license, divorce papers or adoption papers.)

Student ID Number (if known): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Current Address Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
Student Signature (required)

\_\_\_\_\_  
Date

## DELIVERY METHOD

- I would like to pick up the diploma at the One Stop Center for Enrollment Services located in the Taubman Building.
- Please mail this diploma to my current address as indicated above.
- Please mail this diploma to the address indicated below:

Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### AUTHORIZATION AND PAYMENT

- Check enclosed
- Please charge my credit card:
- Visa  MasterCard  Discover  American Express

\_\_\_\_\_  
**Credit Card Number** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_  
Amount authorized to be charged \$ \_\_\_\_\_

Office Use Only

Date Charges Processed: \_\_\_\_\_

Date Degree and Diploma Verified and Processed: \_\_\_\_\_