



Office of Enrollment Services
Replacement Diploma Request

Please submit this form to the Office of the Registrar by mail, fax, or in person. Please allow 2 weeks for processing and delivery. Duplicate Diploma Fees: \$30.00-Students Graduated in current year; \$50.00-All other graduates

Please check one: [] Hold for Pickup (Pick up in the One Stop Center) [] Mail to Address Below

Number of copies: _____

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.)

First Middle Last

Student ID Number (Only if known): _____ Social Security Number: _____ Birth Date: _____

Current Address: _____

Phone Number: _____ E-mail address: _____

Student Signature (required): _____ Date: _____

MAILING INFORMATION

Please indicate the mailing address to which we can mail your replacement diploma if applicable: (please print clearly)

DEGREE INFORMATION

Degree Received: [] Associate [] Bachelor [] Master [] Doctoral Year of Graduation: _____

Major: _____

AUTHORIZATION AND PAYMENT

PLEASE NOTE: PAYMENT MUST BE RECEIVED BEFORE THE REQUEST CAN BE PROCESSED

[] Cash (only acceptable in person) [] Check enclosed Amount Enclosed: \$ _____

[] Visa [] MasterCard [] Discover

_____ Amount authorized to be charged: \$ _____

Credit Card Number Exp. Date

Student Signature (authorizes credit card): _____ Date: _____

OFFICE USE ONLY:

Date Degree and Diploma Verified and Processed: _____ Date Charges Processed: _____ Mailed or Picked Up/Date: _____

Updated 7/11/06