

DUPLICATE DIPLOMA REQUEST

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.

To fill in this form online, place the text tool in a field and type. Print the completed form to add the required signature.

NAME AS IT IS TO APPEAR ON THE DIPLOMA (please print clearly) <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, 612-624-9720.</i>			
first:	middle:	last:	
daytime phone number	e-mail address	date of birth	ID number or SSN

Diploma mailing address		
diploma mailing address (line 1)		recipient name
diploma mailing address (line 2)		
City	state	zip
recipient's daytime phone number (required for Priority Overnight or International Priority deliveries)		

Diploma #1			
college of graduation	degree	honors	graduation date

Diploma #2			
college of graduation	degree	honors	graduation date

Delivery method			
Choose your delivery method:	Quantity	Cost	Total
Regular: After 2-3 week processing time, diplomas are sent via U.S. mail.		\$15 each duplicate diploma	
Priority Overnight: After 2-3 week processing time, diplomas are shipped with next-business-day delivery by 3 p.m. to most U.S. addresses. • Recipient phone number is required (see above). • Priority Overnight deliveries cannot be made to Post Office boxes.		\$15 each duplicate diploma, plus \$15 delivery fee for each address	
International Priority: After 2-3 week processing time, delivery time is approximately 2-5 days. • Recipient phone number is required (see above). • Priority Overnight deliveries cannot be made to Post Office boxes.		\$15 each duplicate diploma, plus \$20 delivery fee for each address	
Total diplomas requested:		Total amount due:	

Payment information	
Requests will not be processed without payment. 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. NOTE: Overpayments of \$5.00 or less will not be refunded.	
Payment amount:	Payment method (check one):
\$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check or money order payable to the University of Minnesota <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Diner's Club <input type="checkbox"/> AmEx
Account #: _____ / _____ / _____ / _____ Exp. date: ____ / ____	

student signature	date
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Mail request and payment to: Diplomas, University of Minnesota, 130 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108

Fax request (if paying by credit card) to: 612-624-4943



To request this form in an alternative format, please contact the Disability Services Liaison at 612 -625-9578. The University of Minnesota is an equal opportunity employer and educator.