

REPLACEMENT/DUPLICATE DIPLOMA REQUEST FORM

A fee of \$10.00 is charged for a replacement/duplicate diploma.

A replacement or duplicate diploma is printed in the current format showing the graduate's name, degree earned, designated honors, college which awarded the degree, major and date of graduation. All signatures on the diploma will be those of incumbent university and/or state officials.

Complete this form and submit payment to Accounting & Finance (BAY 132). Please attach the receipt to this form and return to the Office of Records & Registration (BAY 102).

If this form is being submitted by mail, complete this form and attach your check for \$10.00 made payable to University of South Florida and send to:

University of South Florida St. Petersburg
Attn: Accounting & Finance
140 Seventh Avenue S., BAY 132
St. Petersburg, Florida 33701-5016

PLEASE ALLOW ONE MONTH FOR DELIVERY

Name at the time of graduation:		
(Last Name)	(First Name)	(Middle Name/Initial)
Name you wish to have printed on your diploma:		
(Last Name)	(First Name)	(Middle Name/Initial)
Note: If this name is different from the name at time of graduation, legal documentation must be submitted with this form so the University can process a formal Change of Name.		
Student ID:		
Degree Awarded:		
Honors Earned (Bachelor degrees only):		
College(s):		
Date of Graduation:		

Diploma Mailing Information:		
(Street)		
(City)	(State)	(Zip code)
Contact Number	() -	
Email Address	@	

**This form may be submitted in person or by mail and payment must be included.
 Faxed or emailed copies will not be accepted.**

 Graduate's Signature

 Date

OFFICE OF RECORDS & REGISTRATION USE ONLY: Please do not write below this line.

Diploma Signatory:		Diploma Printed:	
Pending Checked:		Diploma Mailed:	
		Detail Code:	DIPL