

Diploma Replacement Order Form

OFFICE OF THE REGISTRAR
2000 UNIVERSITY AVENUE, MTAC, #325
DUBUQUE, IA 52001

phone: 563.589.3748
fax: 563.589.3145

Use this form to request a replacement copy of your diploma. In accordance to federal law, only the student may request a replacement copy of their diploma.

Name: ID#
Last First MI

Email address: Date of Birth: Phone Number:

Year Graduated: Degree/Major:

Former Name(s) Used*:

- My name has changed since graduation and I am requesting a diploma with my new name.
*For security purposes, if you wish to change how your name appears on transcripts or diplomas, you must provide a copy of a state driver's license or ID card, passport, a marriage license, a court order, a legal court document, or social security card (card must be signed). Please send a copy of one of these documents with this request.

Diploma Request:

In order to document the replacement of your diploma, please state the reason for this request: _____

Name to be printed on Diploma: _____
The name on your diploma must include your legal first and last name.

Diploma Mailing Address: _____
include your street address, _____
city, state, zip code: _____
country (if not mailed in U.S.)* _____

***additional fee for international mailing**

OR I will pick up my diploma when ready.

The diploma replacement fee is \$30. Payment by mail can be made by check or money order mailed along with the form. For credit card payments, please call 563.589.3212. Payment for in person requests can be made by cash, check, money order or credit card.

Replacement Fee:

- \$30 - Standard delivery takes approx. 8 to 10 weeks

Diplomas are sent USPS First Class mail.

Student Signature (required): In accordance with the Family Educational and Privacy Act (FERPA) of 1974, your signature is required to authorize release of your diploma (***please print out and sign***):

Signature

Date

NOTE: A replacement/duplicate diploma will not be released if you have financial obligations to UD. The duplicate diploma shall show the date of the original diploma and will have the signatures of the current University officials and the current format and size.

Addresses:

- **Mail form and payment** (if paying by check or money order) to:
 - University of Dubuque
 - Registrar's Office
 - 2000 University Avenue
 - Dubuque, IA 52001
- **Email (scanned copy):**
 - Registrar@dbq.edu
 - Please make a notation in the email of the date you called with your payment so we can verify with Student Accounts that payment was received.
- **In Person:**
 - Registrar's Office,
 - 2000 University Avenue
 - 325 Charles & Romona Myers Center
 - Dubuque, IA 52001