



# REPLACEMENT DIPLOMA REQUEST UNDERGRADUATE

- Replacement baccalaureate diplomas may be ordered from the University Registrar's Office for a fee of \$75 payable in-person or by mail via check or money order made payable to The University of North Carolina at Greensboro.
- Order is mailed within four to six weeks of receipt of payment.
- Replacement diplomas for graduate-level degrees must be requested through The Graduate School.

## CONTACT INFORMATION

Full Legal Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
*Last First Middle*

E-mail Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## DIPLOMA INFORMATION

Degree: ☐ B.A. ☐ B.F.A. ☐ B.M. ☐ B.S. ☐ B.S.M.T. ☐ B.S.N. ☐ B.S.W.

Diploma Type: ☐ Replacement ☐ \*Duplicate

*\*Duplicates must be requested no later than six (6) weeks after date of degree.*

Honors: ☐ Summa Cum Laude ☐ Magna Cum Laude ☐ Cum Laude

Certify with notary public?\* ☐ No ☐ Yes

*\*Generally necessary only for international credentialing.*

Graduation Date: \_\_\_\_\_  
*Term (Fall, Spring, or Summer) Year*

Diploma Name: \_\_\_\_\_  
*Name as it will appear on the diploma. Include diacritics (i.e., special characters). This name should not vary from full legal name.*

## DELIVERY INFORMATION

☐ Call for in-person pickup using the number you provided above.

☐ Mail to: \_\_\_\_\_  
*Street/P.O. Box City State ZIP Code*

\_\_\_\_\_  
*Student Signature Date*

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|------------------------------|---|
| URO<br>OFFICE<br>USE<br>ONLY | Payment received by: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check Amount: \$ _____ Date: _____<br><i>Initials</i> |
|                              | Mailed or notified for pickup by: _____ Date: _____ If picking up, date picked up: _____<br><i>Initials</i>                             |