



Request 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, date of graduation and signature of the dean at the time of graduation. All other signatures on the diploma will be those of incumbent university and/or state officials.

A fee of \$5.00 is charged for a replacement/duplicate diploma. (This fee is subject to change.)

Complete this form, make payment to the Cashier's Office, ADM 131, attach receipt and return to the Registrar's Office, SVC 1034.

If this form is being submitted by mail, complete, attach your check for \$5.00, payable to the University of South Florida and return to:

**University of South Florida
Cashier's Office ADM 131
4202 East Fowler Avenue
Tampa, Florida 33620**

PLEASE ALLOW THREE MONTHS FOR DELIVERY

Student ID Number _____

Name at the time of graduation _____

Name you wish on your diploma _____
(If this name is different from that shown above, legal documentation must be submitted with this form.)

Degree awarded _____ Honors earned (Bachelor degrees only) _____

College(s) _____

Date of Graduation _____

Graduate's signature _____

Please mail diploma to the following address:

(Must include Zip Code if Applicable)

THIS FORM MAY BE SUBMITTED IN PERSON OR BY MAIL AND MUST HAVE PAYMENT INCLUDED. A FAX OR E-MAIL TRANSMISSION WILL NOT BE ACCEPTED.

OFFICE USE ONLY: Please do not write below this line.

Diploma Signatory _____

Diploma Ordered _____ Pending checked _____ Diploma Mailed _____