

Replacement Diploma Request Form

PART I:

First Name	Last Name	MI	Student ID Number
Name while enrolled or former name(s)			Date of Birth
Current Address	City	State	Zip
Phone Number		Email Address	

PART II: (Choose from the following options) Rates apply per diploma.

Replacement Diploma	Biodemographical Information Update (if applicable)
<input type="checkbox"/> Replacement Diploma (\$40.00) <i>Choose shipping:</i> <input type="checkbox"/> Mail (USPS) – 6 to 8 weeks (\$0.00) <input type="checkbox"/> Hold for pick up – available in 6 to 8 weeks (\$0.00) <input type="checkbox"/> Rushed Order (+\$25). Guaranteed to ship next business day	<input type="checkbox"/> Name and Student Record Change Request form attached (if applicable) Note: This form can be located on the UCCS Office of the Registrar website under 'Student Forms'.

PART III: DIPLOMA INFORMATION

Print your name **clearly** including all special characters/accents

Date Awarded (mm/dd/yyyy)	Degree	Number of Copies
Date Awarded (mm/dd/yyyy)	Degree	Number of Copies

⚠ Your name must match the name which is in the UCCS Student Information System.
 ⚠ To update your name, please attach a Student Record Change Request form. Your Diploma request will not be processed until your Name is updated. This form can be found on the Office of the Registrar website.

PART IV: DELIVERY INFORMATION

To/Attention

Address City State Zip

PART V: STUDENT AUTHORIZATION

Student Signature	Date
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PART VI: PAYMENT INFORMATION

- Cash (pay at Student Financial Services)
 Check (attach)
 Money Order (attach) or
 Credit Card
 Visa
 MasterCard
 Discover
 American Express

Name on Card

Credit Card Number Expiration Date

Important Notes: (1) Diplomas cannot be processed if you have an outstanding financial obligation to the university or your information is incomplete or illegible, or this form is not signed. (2) This form is not to order your original diploma – please apply for graduation online. (3) Cash payments must be paid at the Student Financial Services/Bursar’s Office in Main Hall 2nd Floor.(attach receipt) (4) All replacement or display diplomas will have only the current CU System President and current University Registrar’s signatures. (5) For notarization, contact the Office of the Registrar.