

REPLACEMENT/DUPLICATE DIPLOMA REQUEST FORM

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 \$10.00 is charged for a replacement/duplicate diploma. (This fee is subject to change)

Complete this form and submit payment to the Cashier's Office (SVC 1038). Please attach the receipt to this form and return to the Office of the Registrar (SVC 1034). 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
Attn: Cashier's Office
4202 E. Fowler Avenue, SVC 1038
Tampa, FL 33620

PLEASE ALLOW THREE WEEKS FOR DELIVERY

Name at the time of graduation:			
Name you wish to have printed on your diploma:			
<small>(If this name is different from that displayed above, legal documentation must be submitted with this form)</small>			
Student ID:		Date of Graduation:	
Degree Awarded:		Honors Earned:	
College(s):			

Diploma Mailing Information:			
Street Address(es)			
City	State	Zip Code	
Telephone 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

REGISTRAR'S OFFICE USE ONLY: Please do not write below this line

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