

Replacement Diploma Request Form



UNIVERSITY of
SOUTH FLORIDA

Student Success
Office of the Registrar

A replacement 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 diploma. (This fee is subject to change)

Complete this form and mail it to the address below. Attach your check or money order for \$10.00 made payable to University of South Florida and send to:

**Replacement Diploma
USF Payments - Banner
PO Box 737442
Dallas, TX 75373-7442**

PLEASE ALLOW THREE WEEKS FOR DELIVERY.

Name at the time of graduation _____

Name you wish to have printed on your diploma _____

If this name is different from that displayed above, legal documentation must be submitted with this form.

USFID Number _____ Date of Birth _____

Date of Graduation _____ Degree Awarded _____

Honors Earned _____ College(s) _____

Diploma Mailing Information

Street Address 1 _____

Street Address 2 _____

City _____ State _____ Zip Code _____ Country _____

Phone _____ Email _____

If you would prefer to pick up on campus, please check the applicable box:

Tampa St. Petersburg Sarasota-Manatee

Graduate's Signature _____ Date _____

NOTE: Graduates who received the DPT, MD, MPAS, or PharmD degree should email comregistrar@usf.edu to both initiate a request for a replacement diploma and pay for a replacement diploma.

FOR OFFICE USE ONLY:

Diploma Ordered _____

Diploma Signatory _____ Pending Mailed _____

Pending Checked _____ Detail Code: **DIPL**