



DIPLOMA REPLACEMENT ORDER FORM

Registrar's Office

Instructions: Complete this form with all applicable information. Sign and return this form along with the appropriate fee to the Registrar's Office, TSC 246. The Replacement Diploma should be mailed to you within 10 business days after receipt of this form. If you choose to pick up your Replacement Diploma, you will be notified via email when it is ready to be picked up.

Please note: Credit Card payments are no longer accepted. Call _____

Fees for Replacement Diplomas	QTY	Total
Undergraduate Diploma	\$10.00 _____	_____
Graduate Diploma	\$15.00 _____	_____

Reason for replacement: Original Diploma Not Received

Misplaced or lost Desire a second copy

Original Damaged

Please Print or Type (Legibly)

Student ID Number	Name (Last, First, MI)	Semester Graduated <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year
E-mail Address	Degree/Major		
Phone Number	Diploma Mailing Address (Street, City, State, Zip code)		

Please mail me the diploma or I will pick up Diploma in person with picture ID

Student Signature

Date

Form may be mailed to USU Registrar's Office, 1600 Old Main Hill, Logan, UT 84322-1600 (435)797-1116



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