

# UtahState UNIVERSITY DIPLOMA REPLACEMENT ORDER FORM

Instructions: Complete this form with all the applicable information. Sign and return the form along with the appropriate fee to the Registrar's Office, TSC 246. The diploma should be mailed to you within **2-3 business days** after receipt of the form. If you choose to pick up your diploma at the Registrar's Office, you will be notified via email when it is ready to be picked up. Please note: We do not accept credit card payments over the phone. Call (435) 797-1116 for further assistance.

Mail: Mail in the completed form and payment, cash or check, to the Registrar's Office (1600 Old Main Hill Logan, UT 84322). The diploma will be mailed out to you within **2-3 business days** after receiving the form.

Email: Please note: You must have access to the online payment system (TouchNet) which requires you to know your A# and password. That is the only way to pay the replacement fee that will be posted to your student account. Email the completed form to [records@usu.edu](mailto:records@usu.edu). Once we've received the replacement form, the appropriate fee will be posted to your account and you will be notified that it is ready to be paid. After paying the fee, please respond to that email to notify the Registrar's Office and your diploma will be mailed out promptly.

Diploma Type	Cost Per Diploma	Quantity	Total
Undergraduate (BS, BA, Associates)	\$10.00		
Graduate (Masters, PhD)	\$15.00		
Student A# Or Birthdate	Graduation Year		Graduation Term
Email Address	Phone Number		Major & Degree
Name While Attending		Name As You Would Like it To Appear	
Mailing address:			

Please mail me the diploma  I will pick up the diploma in person

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_