



## DIPLOMA REPLACEMENT FORM

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### A. Degree Information

Name(s) under which you attended UST:

Date Degree Awarded: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

### B. Diploma Request

In order to document the replacement of your diploma, please state the reason for this request:

\_\_\_\_\_  
\_\_\_\_\_

### C. Notary Statement: (After completing the statement above, you should sign this form in the presence of a Notary Public)

**Note: ONLY THE GRADUATE MAY REQUEST A REPLACEMENT DIPLOMA.**

The above statement is true and correct and I am the person named above.

\_\_\_\_\_  
Signature of Graduate

Sworn to and subscribed before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

### D. Additional Information

**PLEASE NOTE:** Duplicate diplomas will be printed in the style currently awarded and will bear signatures of the current University officials. There is a fee of \$75.00 per duplicate diploma ordered. Please make the check or money order payable to the University of St. Thomas. Allow 8 to 12 weeks for the diploma to be delivered.

I will pick up my diploma when ready, \_\_\_\_\_ Please mail my diploma to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### E. After all signatures have been obtained, return the form with proper payment:

(Checks should be made payable to the University of St. Thomas)

**In person:** Herzstein Enrollment Services Center

**By Mail:** Enrollment Services 3800 Montrose Blvd. Houston, TX 77006

### OFFICE USE ONLY

Amt rec'd: \_\_\_\_\_ Date rec'd: \_\_\_\_\_ Date ordered: \_\_\_\_\_ Date mailed: \_\_\_\_\_