

# Diploma Replacement Form

Office of the Registrar



## UNIVERSITY OF ST. THOMAS

Date of Request: \_\_\_\_\_

Name(s) under which you attended UST: \_\_\_\_\_

Print name as it appeared on the original diploma: \_\_\_\_\_

Student I.D. (if available): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

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PLEASE NOTE: Duplicate diplomas will be printed in the style currently awarded and will bear the 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 6 to 8 weeks for the diploma to be delivered.

**(check one):**

**I will pick up diploma when ready.** \_\_\_\_\_ **Please mail my diploma to address below.** \_\_\_\_\_

**Address to which diploma is to be mailed:**

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

FOR OFFICE USE:

Amt rec'd \_\_\_\_\_

Date rec'd \_\_\_\_\_

Date ordered \_\_\_\_\_

Date mailed \_\_\_\_\_