



REPLACEMENT DIPLOMA REQUEST UNDERGRADUATE

- Replacement baccalaureate diplomas may be ordered from the University Registrar's Office for a fee of \$50 payable in-person or by mail via check or money order made payable to The University of North Carolina at Greensboro.
- Order is mailed within four to six weeks of receipt of payment.
- Replacement diplomas for graduate-level degrees must be requested through The Graduate School.

CONTACT INFORMATION

Full Legal Name: _____ Student ID #: _____
Last First Middle

E-mail Address: _____ Telephone #: _____

DIPLOMA INFORMATION

Degree: B.A. B.F.A. B.M. B.S. B.S.M.T. B.S.N. B.S.W.

Diploma Type: Replacement *Duplicate

**Duplicates must be requested no later than six (6) weeks after date of degree.*

Honors: Summa Cum Laude Magna Cum Laude Cum Laude

Graduation Date: _____
Term (Fall, Spring, or Summer) Year

Certify with notary public? No Yes

Diploma Name: _____
Name as it will appear on the diploma. Include diacritics (i.e., special characters). This name should not vary from full legal name.

DELIVERY INFORMATION

Call for in-person pickup using the number you provided above.

Mail to: _____
Street/P.O. Box City State ZIP Code

Student Signature Date

| | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| URO OFFICE USE ONLY | Payment received by: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check Amount: \$ _____ Date: _____ <i>Initials</i> |
| | Mailed or notified for pickup by: _____ Date: _____ If picking up, date picked up: _____ <i>Initials</i> |