



## REQUEST FOR A REPLACEMENT DIPLOMA

Dear ASU Graduate:

Thank you for your request for a replacement diploma. The cost of a replacement diploma is \$35.00 per copy. If you are requesting a replacement diploma for more than one degree and major, please fill out a separate form for each. Complete the information below, have your signature certified by a Notary Public and then submit this form to the appropriate address at the bottom of the page. **THIS FORM MUST BE NOTARIZED.** Forms that are not notarized will be returned. Upon receipt of payment and this completed form, your diploma will be ordered from our offsite vendor. Normal processing time is approximately 4-6 weeks.

NOTE: We can only process requests for degrees that have been conferred. Once you have received your initial diploma from Arizona State University, you are welcome to order additional copies. If we receive your request before your degree has been conferred, it will be returned to you.

Questions? Contact the Graduation Section at 480-965-3256.

ASU ID (or SSN)		Date of Birth	
Name used while attending ASU		Name to appear on diploma* *If the name to appear on the diploma is different than the one used while attending ASU, appropriate documentation <b>must</b> accompany this request. (Refer to Student Change of Name at <a href="http://www.asu.edu/registrar/forms">www.asu.edu/registrar/forms</a> for policy concerning requests to change name on ASU's student database.	
Graduation Date (MM/YY)	Degree Received	Major	
Current Address (Street, Apt.)	City	State	Zip Code
Current Phone #		Email Address	
Signature			
<b>To be completed by Notary Public:</b>			
Subscribed and sworn before me on this: _____ Day of: _____			
Notary Public: _____ My commission expires on: _____			
<b>BY MAIL</b> Mail the completed form and any applicable fees (make checks payable to Arizona State University) to: Arizona State University Cashiering Services Box 870303 Tempe, AZ 85287-0303		<b>IN PERSON</b> This form and any applicable fees may be dropped off at the University Registrar Office or any campus Enrollment Services Office	