

**ADDITIONAL DIPLOMA REQUEST**

Additional diplomas can be purchased for $35 per copy. If you are requesting an additional diploma for more than one degree, please complete a separate form for each degree. Upon completion, have this form notarized then submit your request to the address listed below. **Forms that are not notarized cannot be processed and will be returned.** Once payment has been received and your information has been verified 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. Requests received prior to degree conferral will be returned. If you have questions, please contact the graduation office at (480) 965-3256.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ASU ID (or SSN) | | | Date of Birth | | Number of Copies | |
| Name used while attending ASU | | | Diploma Name - If the name to appear on the diploma is different than the one used while attending ASU, appropriate documentation **must** accompany this request. *(Refer to Student Change of Name at www.asu.edu/registrar/forms 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 | | | | | | |
| **To be completed by Notary Public:**  Subscribed and sworn before me on this:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Notary Public: My commission expires on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **BY MAIL**  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 | | | **IN PERSON**  This form and any applicable fees may be dropped off at University Registrar Services or any campus Enrollment Services Office | | | |
| For your protection, Arizona State University does not accept, and will not process credit card information provided via email or text messages.  Please contact us at (480) 965-3256 or drop by any registrar location, and we will gladly assist you. | | | | | | |