

**Diploma Replacement Request**

**A fee of \$25 will be charged for each diploma.**

Name Last \_\_\_\_\_ UF ID# \_\_\_\_\_  
First \_\_\_\_\_ **AND/OR**  
Middle \_\_\_\_\_ Social Security # \_\_\_\_\_  
Maiden/Previous \_\_\_\_\_ Year Graduated \_\_\_\_\_

Name as you wish it to appear on the diploma \_\_\_\_\_

**PLEASE PRINT CLEARLY**

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Diploma to be replaced (check all that apply)**

\_\_\_\_ Associate's – Graduate with Honors \_\_\_\_ Yes \_\_\_\_ No  
\_\_\_\_ Bachelor's – Graduate with Honors \_\_\_\_ Yes \_\_\_\_ No  
\_\_\_\_ Master's  
\_\_\_\_ Doctorate

**Mailing Address**

Name \_\_\_\_\_  
Street \_\_\_\_\_  
Apartment (if applicable) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Country \_\_\_\_\_

**Payment**

By Check: Mail completed and signed form with a check, made payable to The University of Findlay- Office of the Registrar, 1000 North Main Street, Findlay, OH 45840.

By Credit Card: Fax completed and signed form to 419-434-5565, ATTN: Office of the Registrar, OR you can scan the completed and signed form and email it to [registrar@findlay.edu](mailto:registrar@findlay.edu). Please contact the Student Accounts Office at 419-434-4690 or [studentaccounts@findlay.edu](mailto:studentaccounts@findlay.edu) to arrange credit card payment. When payment has been confirmed by the Student Accounts Office, the diploma will be mailed to the address above.

**Signature**

**The Diploma Replacement Request will not be processed without your signature below.**

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