



**DIPLOMA REPLACEMENT**

Name \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Diploma Mailing Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime or Message Phone # ( ) \_\_\_\_\_ HSU-ID # or SSN \_\_\_\_\_

Degree (please circle one): BA BS MA MS MBA MSW Other \_\_\_\_\_ Graduation Date \_\_\_\_\_  
Term Year

Major(s) \_\_\_\_\_

**Print your name exactly as you'd like it to appear on the diploma:** \_\_\_\_\_

*Please Note: Legal documentation is required for name changes (court document, driver's license, or social security card showing your new name).*

Reason for replacement \_\_\_\_\_

A diploma replacement fee of \$25 is required. Please submit payment with request or pay online via CASHNet. If paid through CASHNet, enter number and date on the diploma replacement request form.

Diploma Replacement ..... \$25.00 \$ 25.00

**You may request RUSH handling (\$10) or overnight mailing (\$20).**

**RUSH handling** places your request at the top of the request stack currently in our office. The printed diploma will leave this office within three working days *via regular mail*.

ADD Expedited RUSH Handling..... \$10.00 \$ \_\_\_\_\_

**Overnight mailing**, on the other hand, combines rush handling with overnight mail service. Overnight mailing addresses must be *within the 48 contiguous states* (no Alaska, Hawaii, or overseas addresses), and the request MUST include *both* a **destination phone number** and a destination street address.

ADD RUSH handling *and* Overnight Mail Service..... \$20.00 \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

CASHNet SmartPay Receipt # \_\_\_\_\_

Payment enclosed (check or money order)

Signature \_\_\_\_\_

For Student Financial Services Use Only  
(use DETC 5904)