



## DUPLICATE DIPLOMA REQUEST FORM

Duplicate diplomas are \$55.00 each. Requests can only be mailed or faxed, as signature authorization is required. E-mail requests are not acceptable. Diplomas are processed twice a month and take 2 weeks, once processed, to be printed and mailed. Incomplete requests will not be processed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Diploma Name\*: \_\_\_\_\_

\*As you would like it printed on diploma

Degree on Diploma: \_\_\_\_\_ Year Diploma was Awarded: \_\_\_\_\_

Student ID# or SSN: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature (Required): \_\_\_\_\_

---

### DELIVERY OPTIONS

- Pick Up (Free)
- Mail (USPS, Free)
- FedEx (\$15.50 Domestic, \$25.50 International)

Mailing/FedEx Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

### AMOUNT DUE

# of Copies @ \$55.00 ea \_\_\_\_\_

Delivery Fee (if applicable) \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_

---

### PAYMENT OPTIONS

- Check (Make checks payable to: Pacific Lutheran University)
- Money Order
- Credit Card

Card Type (circle one):    Master Card    VISA

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Mail Requests To:** Pacific Lutheran University, Registrar's Office, Tacoma, WA 98447

**Fax Requests To:** 253.535.8320