



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)
- Rush (\$25.00, mailed 1 week from receipt of request/payment)
- FedEx (\$19.00 Domestic 2-Day Service, \$30.00 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

NOTE: Credit card payment is not accepted.

Mail Requests To:
Graduation Administrator
Pacific Lutheran University
Office of the Registrar
Tacoma, WA 98447

Fax Requests To:
253.535.8320