



DUPLICATE DIPLOMA REQUEST FORM

Duplicate diplomas are \$55.00 each. E-mail requests are not accepted. 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: _____ Year Diploma was Awarded: _____

Student ID# or Last-4 SSN & Date of Birth: _____

Phone #: _____ E-mail: _____

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 Payment To:

Graduation Administrator
Pacific Lutheran University
Office of the Registrar
Tacoma, WA 98447