



DUPLICATE DIPLOMA REQUEST FORM

Duplicate diplomas are \$55.00 each. E-mail requests are not accepted. Diplomas are processed monthly. Each order includes a digital diploma and traditional paper diploma. Digital diplomas are issued 7-10 days from order processing. Paper diplomas are issued 2-4 weeks from order processing. Incomplete requests, including incomplete payment, 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/PROCESSING OPTIONS

- ☐ Standard Mail (USPS, included)
- ☐ Expedited Processing (\$25.00, processed 5 business days from order placement, does not include expedited shipping)
- ☐ FedEx (\$20.00 Domestic 2-Day Service, \$35.00 International)

Mailing/FedEx Address: _____

AMOUNT DUE

of Copies @ \$55.00 ea _____

Delivery/Expedite Fee (if applicable) _____

TOTAL DUE _____

PAYMENT OPTIONS

- ☐ Check (Make checks payable to: Pacific Lutheran University)
- ☐ Money Order
- ☐ Student Account Payment (Allows payment via credit card but requires PLU ID)
https://bss.plu.edu/pap/bzckcpmt.P_CCPaymentTermSelected

Mail Requests Payment To:

Academic Records Specialist
Office of Academic Records
Pacific Lutheran University
Tacoma, WA 98447