DUPLICATE DIPLOMA REQUEST

INSTRUCTIONS: Please clearly print the information below, including the diploma name and the address to which the diploma is to be sent. The diploma name should reflect your name as you wish it to appear on the diploma. A fee of $35.00 for the doctoral diploma or $25.00 for the master’s or bachelor’s diploma must be included with the request.

Diploma name: __________________________________________________________
Degree awarded: ___________________________
Graduation date: ________________________________

To assist us in locating your record, please include the following information:

Date of birth (month and day only): __________________________
Maiden name or (former) name used while an enrolled student: ________________________________
Daytime phone in case we need to reach you: __________________________

Name and address to which the diploma should be sent:

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

Mail or fax the completed form to the Office of the University Registrar at the above address. Please allow at least three weeks for delivery. Doctoral diplomas, which are 14” x 11”, are $35.00; Master’s and Bachelor’s diplomas, which are 11” x 8.5”, are $25.00. Payment can be made with cash, check, or money order made payable to “Duquesne University” or through the secure card payment center at www.duq.edu/diplomas.

________________________________________________________________________
Signature  Date

OFFICIAL USE ONLY.
Banner ID: _________________________________