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.

Name to be Printed on Diploma __________________________________________________________

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 ____________________________