



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:

Mail or fax the completed form to the Office of the University Registrar at the above address. Please allow at least four 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: _____

Product: _____

Signatures: _____

Product profile: _____

Degree: _____

Order date: _____

Confirmation number: _____

Mailed date: _____