

DUPLICATE DIPLOMA REQUEST

INDIANA UNIVERSITY



OFFICE OF THE REGISTRAR

The Office of the Registrar, Bloomington, will process requests for duplicate diplomas by placing periodic orders with our diploma vendor. Duplicate orders are normally placed with the vendor by the first of each month, with an expected delivery date of six to eight weeks. Please note, however, that original orders for currently graduating students take precedence over orders for duplicate diplomas. When the vendor is printing the diplomas for December, May, June, and August graduates, production of duplicate diplomas may be delayed more than two additional months.

According to our present policy, all duplicate diplomas show the date the degree was originally conferred and bear the signatures of the original University officials. The name to appear on the duplicate diploma will be that which appears on University records. If your reason for ordering the duplicate diploma is that you have had a change of name, please indicate your new name in the designated area in the lower left corner of this form. The name you enter there will be applied to your duplicate diploma and to your official University record.

The fees in effect for this service, including postage charges, are as follows:

Domestic (First Class): \$70.00 (or \$75.00 for J.D. and O.D. diplomas)
International (Air Mail): \$75.00 (or \$90.00 for J.D. and O.D. diplomas)

Please complete the information requested below and sign the form. Return the completed form to the address indicated with your check or money order, made payable to Indiana University, or your current MasterCard or Visa account number, expiration date and your telephone number. For your convenience, you may now FAX your request when using Visa or MasterCard. For additional information on multiple diploma orders, or if you should have any questions, please contact us at: (812) 855-0255 or FAX (812) 855-3311.

NAME: _____ UNIV ID: _____ or
(Print name as used on university records.) Ten-Digit University ID Number

DISCOVER CARD [] AMERICAN EXPRESS [] Last Four Digits of Soc. Sec. No. [][][][]

MASTERCARD [] or VISA [] Account #: _____

Amount: _____ Expiration Date: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

DAY PHONE NUMBER: (_____) _____ EVENING: (_____) _____
area code area code

DEGREE: _____ SCHOOL: _____

HONORS: _____

DEGREE DATE: _____ CAMPUS: _____

REASON FOR REQUEST: _____

If requesting a duplicate diploma because of a name change, please include a copy of one of the following official documents: passport, driver's license, marriage license, etc.

Please change the name on my university records to:

If changing name please print new name.

STUDENT SIGNATURE REQUIRED

Date: _____

For Office Use Only
Encumbrance OK: _____
Degree Verified: _____
Fee Received: _____
Degree Code: _____
Processed: _____

Franklin Hall
601 East Kirkwood Avenue
Bloomington, Indiana
47405-1223