



INDIANA UNIVERSITY

OFFICE OF THE REGISTRAR
Bloomington

DUPLICATE DIPLOMA REQUEST

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.

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.

The fees in effect for this service, including postage charges: Domestic (First Class): \$75.00 (or \$85.00 for J.D. and O.D. diplomas) International (Air Mail): \$85.00 (or \$95.00 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 (see below) with your check or money order, made payable to Indiana University, or your current American Express, Discover, MasterCard or Visa account number, expiration date and your telephone number.

NAME: (Print name as used on university records.) UNIV ID: Ten-Digit University ID Number or Last Four Digits of Soc. Sec. No.

AMERICAN EXPRESS DISCOVER MASTERCARD or VISA

Amount: Account #: Expiration Date:

Ship via United States Postal Service (USPS). Hold for Pick-up in the Registrar's Office.

FedEx: If you opt for Federal Express delivery, a valid credit card number and expiration date must be provided. Also, Federal Express requires that you must include a phone number for the recipient of the shipment.

I request FedEx Priority delivery at the standard rate of \$25.00 to the U.S. address listed below. (Payment by Credit Card required.) I request FedEx International Priority delivery at the standard rate of \$45.00 to the Non-U.S. address listed below. (Payment by Credit Card required.)

MAILING ADDRESS:

E-MAIL ADDRESS:

DAY PHONE NUMBER: (area code) EVENING: (area code) FedEx Recipient: (area code)

DEGREE: SCHOOL:

HONORS: DEGREE DATE: CAMPUS:

REASON FOR REQUEST:

If changing name please print new name and include legal documentation.

STUDENT SIGNATURE REQUIRED Date

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