



Request for Duplicate Diploma

I would like to request a replacement/duplicate of my diploma.

Name at time of Graduation

Current Legal Name (if different than graduation name)

If, after you receive your original diploma, **your legal name changes, and you wish to have a diploma that reflects your new name, you must submit a [Request for Change of Name, Address, or Social Security Form](#)** (note the requirements for acceptable documentation on the back of the form) along with your Request for Replacement Diploma to the Office of Records and Registration. Once the name change is recorded, your replacement diploma will be mailed to you.

Printed Name (as you wish it to appear on your diploma)

Student ID Number (or SSN): _____ **Date of Birth:** _____

Date of Graduation: _____ **Degree Earned :** _____

Telephone : _____

Current Mailing Address:

Street

City

State

Zip

Signature (REQUIRED): _____

Number of copies _____ (\$15 per copy)

Total enclosed \$ _____

PAYMENT OPTIONS:

Check or Money Order (Payable to Edinboro University of Pennsylvania)

Cash (In Person ONLY - DO NOT Mail)

Credit Card: Please use the [Edinboro University Marketplace Duplicate Diploma Order](#) to make payment by credit card. PLEASE NOTE: Credit card payments **WILL NOT BE PROCESSED WITHOUT A SIGNED REQUEST** (digital signatures will not be accepted).

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Send completed form to:

Edinboro University of Pennsylvania • Office of Records and Registration • Hamilton Hall • 210 Glasgow Road Edinboro, PA 16444
Fax 814.732.2130 | Phone: 814.732.3501 | Email: records@edinboro.edu