



Request for Replacement/Duplicate Diploma

A replacement or duplicate diploma can be purchased. It will be processed concurrently with end of term diplomas. All diplomas will be distributed eight to ten weeks after the official end of term. **Replacement diplomas will be in the format that is currently being used.**

Please note: Any diplomas unclaimed or returned undeliverable will be discarded after one year, and must be reordered with full payment.

A fee of \$10.00 is charged for a replacement or duplicate diploma. (This fee is subject to change.)

Complete this form

If submitting this in person. Make payment to the cashier's office and submit this form along with receipt for payment to the Office of the Registrar.

If submitting this by mail. Include payment (check payable to FGCU), and mail this form to:

**Florida Gulf Coast University
Cashier's Office
10501 FGCU Blvd, South
Ft. Myers, FL 33965-6565**

____|____|____|____|____|____|____|____|____|____|

Student Identification Number

Term/Date/Year of Graduation

Name at Time of Graduation (as shown on original diploma): _____

Name you wish on Replacement/Duplicate Diploma: _____

(If a name change has taken place since graduation, the new name may be updated on the diploma; however, the original name will appear on the transcript, **unless** the student is currently enrolled and submits a Change of Name form. Refer to the Change of Name procedure.)

Degree Awarded: _____ Major: _____

Honors (Undergraduate Only): _____

Mail Diploma to: _____

Daytime Phone Number

Email Address

Student Signature

Date

Office use only:		
UIN: _____	Name on Diploma: _____	Grad. Term: _____
Degree: _____	Major code: _____	Honors: _____ College: _____
_____ Date Rec'd	_____ Date Diploma ordered	_____ Date Diploma Mailed
ORR Revised 10/2007		