

THE UNIVERSITY OF TEXAS  
SOUTHWESTERN MEDICAL CENTER

SOUTHWESTERN GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

SOUTHWESTERN MEDICAL SCHOOL

SOUTHWESTERN SCHOOL OF HEALTH PROFESSIONS  
(FORMERLY SOUTHWESTERN ALLIED HEALTH SCIENCES SCHOOL)

**DIPLOMA REPLACEMENT**

*(If the original diploma has been damaged, lost or destroyed)*

To obtain a replacement diploma when the original has been damaged, lost or destroyed, the blanks below must be completed with the following information; name at time of graduation, social security number, date of degree and degree awarded. A fee of \$50.00 is required to process this request for a Ph.D., M.D., D.P.T. and Masters. A fee of \$35.00 is required for Bachelor and Certificate. A replacement diploma/certificate is issued using the current signatures.

**DAMAGED DIPLOMAS ARE TO BE RETURNED TO THE OFFICE OF REGISTRAR PRIOR TO ISSUING A REPLACEMENT.**

Social Security # \_\_\_\_\_

Disclosure of your social security number (SSN) is requested from you in order for The University of Texas Southwestern Medical Center to match your request with our student/graduate information. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in our inability to match your request with the correct graduation record. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

Name used while enrolled at UT Southwestern: \_\_\_\_\_

Print your name as it shall appear on the Diploma (include punctuation)

Street Address: \_\_\_\_\_  
*City State Zip Code*

Degree(s) Received: PhD \_\_\_ MD \_\_\_ MA \_\_\_ MS \_\_\_ MSCS \_\_\_ MPT \_\_\_ DPT \_\_\_ MPAS \_\_\_ MRC \_\_\_

MPO \_\_\_ BS \_\_\_ Certificate \_\_\_ (program) \_\_\_\_\_ Degree(s) Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**COMPLETE THIS SECTION FOR DOCTOR OF MEDICINE DEGREE ONLY:**

**NOTARY STATEMENT OF LOSS OF DIPLOMA**

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, the undersigned authority, a Notary Public in and for \_\_\_\_\_ County, State of \_\_\_\_\_ personally appeared \_\_\_\_\_ known to me, and who, after being duly sworn, deposes and says that the original diploma awarded by The University of Texas Southwestern Medical Center for the degree of Doctor of Medicine dated \_\_\_\_\_ has been lost or destroyed on or about \_\_\_\_\_ under the following condition: \_\_\_\_\_ and further states that the existence or whereabouts of the original diploma is not known to the above person.

Signature \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Expiration

## DIPLOMA REPLACEMENT

### ADDITIONAL INFORMATION

1. If you are requesting a replacement Doctor of Medicine diploma due to name change, the original diploma ***must*** be returned to the Office of the Registrar before issuing a replacement.
2. All requests for a Doctor of Medicine diploma **lost or destroyed** ***must*** complete the Notary Statement.
3. The cost for a replacement diploma is **\$50.00** and must be received with the order.
4. The cost for a replacement Bachelor/Certificate is **\$35.00** and must be received with the order.
5. Please make your check payable to UT Southwestern (**NO CASH PLEASE**)

Do not hesitate to contact us at (214 648-3606) if you have not received your diploma within a reasonable amount of time (4 weeks minimum).

Mail this form to:

**UT Southwestern  
Attn: Leigh McAtee  
Office of the Registrar  
5323 Harry Hines Blvd.  
Dallas, TX 75390-9096**

With few exceptions, you are entitled on your request to be informed about the information U.T. Southwestern collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Southwestern correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. Southwestern collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.