

**THE UNIVERSITY OF ARIZONA
DIPLOMA REPLACEMENT APPLICATION**

If the name you request does not match the name on your official transcript, you must submit a copy of one of the following appropriate legal documents: marriage license/certificate, court order, divorce decree, adoption paper, passport/permanent visa, or Social Security card. (Exception: Expanding or shortening your middle name requires no documentation).

The fee is \$50.00 per document. Replacement diplomas will not be ordered for students who have an outstanding Bursar debt. Please call the Bursar at (520) 621-3232 to clear an unpaid account balance.). Fee(s) are payable (US currency only) to *The University of Arizona* by accepted credit card, check, or money order. **No cash will be accepted.**

Degrees awarded in the 1990s (and before) may list current dignitary signatures, rather than original dignitary signatures, depending on award date and what UA college awarded your degree. Your original degree date will be indicated.

Diplomas are 8 ½ by 11, except JD, SJD, MD, and PD (Doctor of Pharmacy), which are 11 by 14.

Replacement diplomas are ordered weekly. Please allow up to three weeks for delivery.

****If you are requesting a notarization service – please X here _____ and for the mailing address write “Return to *The University of Arizona*”.**

Last name **First** **Middle**

Student ID **Birth date** **U of A matric number (if known)**

Name on previous diploma, if different than above

Degree awarded **Date awarded**

****Complete Mailing Address for Replacement Diploma**

E-mail (if available) _____ **Phone# (____)** _____

☞ Student’s Signature _____ **Date:** _____

Number of diplomas ordered _____ Payment amount: \$ _____ Check# (no cash) _____

Master Card, American Express, or Visa Number: _____ Expires: _____

Required: Please provide the billing address and zip code for **this card**:

Street address/PO Box _____

City, State, Zip code _____

☞ Cardholder’s Signature _____ **Date:** _____

You may mail, fax, or scan/email the application as follows:

Marty Gawlik
Office of the Registrar
1423 E. University Blvd, Room 347
P.O. Box 210067
Tucson, AZ 85721-0067
Fax (520) 621-1008 gawlikm@email.arizona.edu