

**UNIVERSITY OF ARIZONA
DIPLOMA REPLACEMENT APPLICATION**

If the name you want on your diploma 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).

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

Student ID _____ **Birth month and day** _____ **U of A matric number (if known)** _____

Name on previous diploma, if different than above _____

Degree awarded _____ **Date awarded** _____

Complete Mailing Address

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

Your replacement diploma will be ordered upon receipt of this completed form and a check or money order, made out to the U of A, payable in US currency, for the amount of \$50 for each diploma ordered. You may pay by Master Card, American Express, or Visa (see bottom of application). Mail payment to:

Carol W. Carpenter
1423 E. University Blvd, Room 347
P.O. Box 210067
Tucson, AZ 85721-0067

OR fax application with credit card information to Carol at (520) 621-1008.

OR bring the application and payment to Martin Luther King Bldg, Room 319.

OR send completed application as email scan to ccarpent@email.arizona.edu.

PLEASE NOTE:

1. Replacement diplomas will not be ordered for students who have an outstanding Bursar debt or hold flags. Please call the Bursar at (520) 621-3232 to check for hold flags and/or account balance.
2. 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.
3. Replacement diplomas are ordered weekly. Please allow up to three weeks for delivery.
4. Please address questions to Carol at (520) 621-6056 on M-T-W, 8:00 AM to 1:30 PM, or e-mail ccarpent@email.arizona.edu.

Your signature: _____ Date: _____

Number of diplomas ordered _____ Payment amount: \$ _____

Master Card, American Express, or Visa Number: _____

Expires: _____ Three or four-digit security code on credit card: _____

Please provide the zip code for the billing address on this card: _____