

DUPLICATE DIPLOMA REQUEST

---IUS GRADUATES ONLY---

The Office of the Registrar, Indiana University Southeast, processes requests for duplicate diplomas by placing periodic orders with our diploma vendor. Duplicate orders are placed with the vendor on the first of each month with an expected delivery date of 1 to 2 weeks. Please note, however, that original orders for currently graduating students take precedence over orders for duplicate diplomas. When the vendor is printing the diplomas for December, May, and August graduates, production of duplicate diplomas may be delayed.

According to our present policy, all duplicate diplomas show the date the degree was originally conferred and bear the signatures of the original University officials. If your reason for ordering a duplicate diploma is that you have a change of name, please indicate your new name in the designated area shown below. The new name you enter there will be applied to your duplicate diploma.

The fee for the duplicate diploma is **\$ 35.00** for each copy requested.

Please complete the information requested below and return it to this office along with payment.

- Check or money order made payable to **Indiana University Southeast** can be attached.

Mail requests: **Indiana University Southeast**
 Student Central, UCS 103
 4201 Grant Line Road
 New Albany, IN 47150

PRINT LEGIBLY:

University I.D. or Last 4 of SSN & Birth Date: _____

Name: _____

Mailing Address: _____

Street

City

State

Zip Code

Your Daytime Phone Number: (_____) _____

Degree: _____ Degree Date: _____

School: _____ Campus: _____

Reason for Request: _____

I am requesting this duplicate diploma because of a name change (PLEASE PRINT LEGIBLY):

Former Name: _____

New Name: _____

SIGNATURE: _____ **DATE:** _____