

REQUEST FOR DUPLICATE DIPLOMA

The cost of reordering a diploma is \$16.00. Please enclose a personal check or money order payable to VCU. **Please do not send cash.** Duplicate diplomas may take between eight to twelve weeks to be processed. Duplicate diplomas will have current signatures and the word **Duplicate** printed on them.

STUDENT NAME _____

LAST

FIRST

MI

STUDENT ID NUMBER

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PHONE# (

) _____

GRADUATION DATE _____

DEGREE _____

HONORS _____

MAJOR _____

MAILING ADDRESS _____

STREET

CITY

STATE

ZIP

NAME AS IT APPEARED ON ORIGINAL DIPLOMA

NAME AS IT IS TO APPEAR ON DUPLICATE DIPLOMA **(PLEASE PRINT)**

Student Signature: _____

Date: _____

Please Return to:

**Virginia Commonwealth University
Office of Records and Registration**

Monroe Park Campus
1015 Floyd Ave., room 1100
P.O. Box 842520
Richmond, VA 23284-2520



VCU