



Office of the Registrar  
601 University Dr.  
San Marcos, Texas 78666-4606  
office: 512-245-2367  
fax: 512-245-8126

**Request for Duplicate Diploma/Certificate** (circle one)

Duplicate diplomas/certificates will have the signature of the current University President & Board of Regent's Chair

Date: \_\_\_\_\_

The name you would like to appear on your diploma/certificate:

\_\_\_\_\_

Student ID or Social Security Number: \_\_\_\_\_

Degree/Certificate Received: \_\_\_\_\_

Semester Received: \_\_\_\_\_ Number of diplomas/certificates ordered: \_\_\_\_\_

Mail diploma/certificate to this address: \_\_\_\_\_

\_\_\_\_\_

I will pick up my diploma/certificate: \_\_\_\_\_ (check if applicable)

(You will be contacted by email when your diploma/certificate is ready for pick up.)

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Charge for each diploma/certificate is \$15.00.** You may fax in your request with a credit card. You may mail in your request with money order, check or credit card. Mail or fax request to above address and fax number.

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Master Card \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_

I verify by my signature that I am the above person.

(Office Use Only)  
Receipt Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date processed: \_\_\_\_\_