



Diploma Replacement Request

The University of Utah

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 •

801-581-7852 • fax 801-585-7860 • graduation@utah.edu • Student Services Bldg, Window 15

This document is accessible when opened in Adobe Reader. [If you do not already have it, it is free on the Adobe website.](#)

Instructions:

- Submit this completed form along with the fee to the Registrar's Office, Graduation Division. Ensure you have signed it.
- Generally allow 4 weeks for replacements and up to 6 weeks during busier times.
- The name on your diploma must be the same as on your University record. If needed, you may submit a [Change of Personal Data](#) form through the Registrar's Office.
- If a hold restricts the release of a diploma, your diploma cannot be released until the hold has been removed. Diplomas will not be issued until all financial obligations to the University of Utah have been cleared.
- Pricing: \$40 per copy for JD, MD, or DDS replacements. \$25 per copy of Bachelor, Master, Doctorate, or Certificates.

Student Name _____ Student I.D. _____

Email Address _____ Phone Number _____

Degree Information :

Degree Type (ex. "Masters") _____

Field of Study (ex. "Biology") _____

Term Awarded _____

Year Awarded _____

Number of Copies _____

Notary Service - additional \$5 per copy and may add processing time. Mark the check box below if you wish to have your diploma replacement notarized. Yes

Delivery Method:

Mail Hold for Pickup Pickup by Another - Name of person picking up _____

Diploma Mailing Address: _____

Payment Information: Do not mail cash. Please pay with card or check/money order. If card, input information below.

Credit Card Number _____ Expiration Date _____

I request a replacement diploma from the University of Utah for the degree listed above

Student Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY

Degree Type: _____ Honors: _____ Conferral Date: _____ Received: _____

Ordered: _____ Diploma Name: _____ Notary Date: _____