



# 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](mailto: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 on your academic record 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.

Student Name \_\_\_\_\_ Student I.D. \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

## Degree Information :

Degree Type                      JD                       MD                       DDS

Term Awarded \_\_\_\_\_

Year Awarded \_\_\_\_\_

Number of Copies \_\_\_\_\_

## 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: \_\_\_\_\_