

## Duplicate/Replacement Diploma Request

- **The cost is \$20 US dollars.** Money order or checks made payable to Temple University is accepted.
- All replacement and duplicate copies of diplomas will bear a statement indicating as such.
- All signatures appearing on the diploma will be those of current University officials.
- Allow up to 4 weeks for receipt.

**Check One:** This is a request for a **duplicate** diploma \_\_\_\_\_ (original/replacement is in my possession) or a replacement diploma \_\_\_\_\_ (original/replacement was lost or damaged).

Name: \_\_\_\_\_ (List any and all used while a student)

TUID (or SSN): \_\_\_\_\_ Contact Phone or Email: \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Graduation Month/Year: \_\_\_\_/\_\_\_\_

Major/Program \_\_\_\_\_

Note: Your first and last name will appear on your diploma as is listed on your official academic record. Write that name below to ensure proper case (lower and uppercase) and include any applicable special characters. Please indicate your middle initial or middle name, as you would like it to appear, and a suffix, if applicable.

Diploma First Name: \_\_\_\_\_ Diploma Last Name: \_\_\_\_\_

Diploma Middle Initial or Middle Name: \_\_\_\_\_ Diploma Suffix \_\_\_\_\_

Diploma Mailing Address:

Street1 (Line 1): \_\_\_\_\_

Street2 (Line 2): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country (If outside of U.S.): \_\_\_\_\_

With my signature certify that I am the person completing this form and the above information is correct; the duplicate/replacement fee of twenty dollars (\$20US) is included; in the case of a request for a replacement diploma for a lost diploma, I agree that if the original diploma should ever by chance be recovered the replacement will be returned to the University without reimbursement; I understand that I will not receive a duplicate or replacement diploma if I have hold and/or financial obligations to the University.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Return Completed Form and Payment to: Office of Academic Records, 1801 N. Broad Street (041-14),  
Conwell Hall 2<sup>nd</sup> Floor, Philadelphia, PA 19122

Questions: Email [argraduation@temple.edu](mailto:argraduation@temple.edu) or call 215-204-1131