

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**)

SIGNATURE _____ DATE _____

