



Replacement or Duplicate Diploma/Certificate

Purpose: Used by graduates to request a replacement or duplicate diploma(s)/certificate(s). Graduates with a financial obligation to the University are **not** eligible to request a replacement or duplicate diploma(s)/certificate(s) until the obligation is satisfied.

Student Instructions

1. Complete Sections 1-3 of this form, using a computer.
2. Print the form using the 'Print Form' button.
 - a. a handwritten form will **not** be accepted.
 - b. an incomplete form will not be processed and will be returned for completion.
3. Sign the form in Section 4; a digital signature is **not** acceptable.
4. Attach a copy of an official picture I.D.
5. Submit form **and a copy of an official picture I.D.** via one of the methods listed at the bottom of this form, along with payment of **\$25.00** for each replacement or duplicate.
6. Refer to Section 5 for important notes.

Section 1: Graduate Information

Full Name
First Name Middle Name Last Name _____

MUID _____ SSN (if MUID is not known) _____ DOB MM/DD/YYYY _____

Email _____ Phone _____

Section 2: Diploma/Certificate Information

Name as it appeared on original diploma/certificate _____

Name as it should appear on new diploma/certificate _____

College/School _____

Degree (e.g. BS) _____ Graduation Date MM/DD/YYYY _____ Number requested _____

Certificate (e.g. Digital Storytelling) _____ Graduation Date MM/DD/YYYY _____ Number requested _____

Include diploma cover Yes No *Note: the university is not responsible for any damage that occurs during shipment*

Section 3: Reason For Request

Reason for Request (check one) Replacement: Name Change Replacement: Redo Replacement: Other Duplicate

Original Diploma/Certificate (check one) Attached Lost (explain) _____

Shipping Address
provide complete shipping address _____

Section 4: Graduate Statement/Signature

I have attached a copy of an official picture I.D. and certify that the information provide above is true and correct and request a diploma/certificate as indicated above.

Signature _____ Date _____

Section 5: Notes

- a. payment for all requests submitted by mail is by check or money order made payable to Marquette University.
- b. payment for all hand delivered requests is by check, money order, cash or MarquetteCASH.
- c. the replacement or duplicate diploma(s)/certificate(s) will be delivered in approximately 2 to 3 weeks.
- d. the replacement or duplicate diploma(s)/certificate(s) will contain the signatures of the current Marquette University leadership.
- e. the text REPLACEMENT will be printed in the lower left corner of the diploma(s)/certificate(s).
- f. requests for replacement diploma(s)/certificate(s) **must** be accompanied by the original. If no longer in your possession, please provide an explanation in Section 3.
- g. replacement/duplicate diploma(s)/certificate(s) are shipped within the U.S. via UPS and outside the U.S. via FEDEX. UPS and FEDEX will not ship to a Post Office Box. UPS will return diploma(s) or certificate(s) to the University as undeliverable after three failed delivery attempts. After one failed delivery attempt FEDEX will make telephonic or email contact with recipient to arrange delivery. If unable to arrange another delivery attempt the diploma(s)/certificate(s) will be returned to the University.
- h. payment is **not** required if you are requesting a redo of a diploma(s)/certificate(s) due to University error (i.e. misspelled name, incorrect college or degree, etc.). In these cases, you must provide the original diploma(s)/certificate(s) with this request or you will be required to pay the standard replacement fee.