



# 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 in the presence of a notary; a digital signature is **not** acceptable.
4. Have this form notarized in Section 4.
5. Submit form 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 certify that the information provide above is true and correct and request another diploma/certificate as indicated above.

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Affix stamp below.

## 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 6 to 8 weeks.
- d. the replacement or duplicate diploma(s)/certificate(s) will contain the signatures of the current Marquette University officers.
- e. the text REPLACEMENT or DUPLICATE will be printed in the lower left corner of the diploma(s)/certificate(s).
- f. the text ORIGINALLY ISSUED IN THE NAME OF... will also be printed in the lower left corner of all requests for replacement diploma(s)/certificate(s) due to a name change.
- g. 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.
- h. 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.
- i. 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.