



Replacement Diploma Request

PERSONAL INFORMATION

Current Name

FSUID

Former Name (if applicable)

Date of Birth

Current Email Address

10-Digit Phone Number

Please select an option: do you prefer we contact you by email or telephone ?

Name As It Should Appear on Your Diploma

NOTE: If your name has changed since you graduated and you would like your new name printed on the diploma, you must provide proof in the form of a copy of your driver's license, marriage license, etc.

DEGREE INFORMATION

For which degree are you requesting a replacement? Associate Bachelor Master Doctoral

Graduation Date _____
Term Year Program: _____

Select the degree of distinction if applicable: Cum Laude Magna Cum Laude Summa Cum Laude

QUANTITY (\$10.00 per copy)

_____ 8.5" X 11" (Associate)

_____ 11" X 14" (Bachelor, Master, or Doctoral Degrees)

PAYMENT

Payments must be made in the form of a check or money order made payable to **Florida State University** and must be received before the order can be processed.

MAILING INFORMATION

Orders are processed weekly, and delivery takes two to three weeks from the order date. Mail your request and payment to:

Office of Student Business Services
Florida State University
A1500 University Center
282 Champions Way
P.O. Box 3062394
Tallahassee, FL 32306-2394

DELIVERY METHOD

I will pick up my diploma (photo I.D. is required).

I authorize the person named below to pick up my diploma:

(Authorized individual must present photo I.D.)

I would like my diploma mailed to the address below:

Street: _____

City: _____

State: _____ Zip Code: _____

NOTE: Replacement diplomas will be issued using the current diploma format; therefore, they may not be an exact replica of your original diploma. Replacement diplomas will include a "Replacement Diploma issued on [date]" statement in the lower left corner. This statement is generally hidden depending on the type of frame and matting used.

IMPORTANT: Any diplomas unclaimed or returned undeliverable will be discarded after one year, and they must be reordered with full payment.

Student's Signature