

DUPLICATE DIPLOMA ORDER FORM

- Format changes occur from time to time. So an exact replica may not be available.
- Duplicate Diploma Fee must be paid to the Business Office before submitting this form. Mail form to 700 University Blvd., MSC 102 Kingsville, TX 78363
- Diplomas take 6-10 weeks to arrive
- Diplomas are ordered once a month.

STUDENT'S OFFICIAL NAME: _____

Banner ID K #: _____

DATE OF GRADUATION: _____

DEGREE RECEIVED: _____

Email Address _____

Phone # () _____

REASON FOR SECOND DIPLOMA (check one):

Original diploma lost: _____

Original diploma destroyed: _____

Desire second copy: _____

Other: _____

MAIL TO: _____

Or Call: _____ to pick up.

DO NOT WRITE BELOW THIS LINE:

Confirmation of Degree: _____

Date Degree Awarded: _____

Degree Awarded: _____

G.P.A. (For Honors): _____

TO BE COMPLETED BY BUSINESS OFFICE

Duplicate diploma fee: _____

Date Paid: _____

Receipt No.: _____

Initials: _____