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: ___________ Receipt No.: _________________
Date Paid: _________________________ Initials: _______________________

Revised 06/06/2018