



Return to:  
Indiana University of Pennsylvania

Phone: (724) 357-2217  
Fax: (724) 357-4858  
Email: registrars-office@iup.edu

Office of the Registrar  
Clark Hall: 1090 South Drive  
Indiana, Pennsylvania 15705

## REQUEST FOR REPLACEMENT DIPLOMA – CASH/CHECK PAYMENT ONLY

- The fee for each replacement diploma is \$10.00.
- **NEED TO PAY BY CREDIT CARD?** To protect your financial information, credit card requests must be ordered and paid for online. Go to [www.iup.edu/registrar](http://www.iup.edu/registrar) and click on the **How To** link for details.
- Processing time is 5-7 days.
- **INFORMATION ON NOTARIZED DOCUMENTS (if needed):** PA notary regulations prohibit the notarizing of an original document. Therefore, only a copy of the original document can be notarized. You will receive the original diploma plus a notarized copy of your diploma.

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle

Banner ID: @ \_\_\_\_\_ or Social Security Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Telephone # (Required): \_\_\_\_\_

Name as You Would Like it To Appear on Your Diploma: (If this name differs from the original name on the diploma, you must submit a Change of Name form with required documentation.)

\_\_\_\_\_  
First Middle Last

Degree (one diploma per request): \_\_\_\_\_

Date Graduated: \_\_\_\_\_  
Month Day Year

Name and Address You Would Like Diploma Mailed To:

NOTE: Standard shipping is free. Optional express service for International mailing only is now available for a fee. Go to [www.iup.edu/registrar](http://www.iup.edu/registrar) for details.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Student's Handwritten Signature Date

*Federal law requires that the student sign and date this request.*

Office use only: Cash received: \$ \_\_\_\_\_ Check received: \$ \_\_\_\_\_ Initials \_\_\_\_\_