

REQUEST FOR DUPLICATE DIPLOMA FORM

Office of the Registrar • 1400 East Hanna Avenue • Indianapolis, IN 46227
(317) 788-3219 • 1-800-232-8634 • Fax: (317) 788-3254

DIRECTIONS: Complete the form below and mail with payment to *Stephanie Zwickl, Graduation Coordinator*, (zwickls@uindy.edu) at the address listed above. For questions, please call (317) 788-3220.

Please Note: All financial obligations to the University must be paid before a diploma may be released.

Name and Contact Information (Please print or type clearly)

Full Name*:

Last Name

First Name

Middle

*If your name has changed and you would like your diploma to reflect this, you must officially update your name with the University. This can be done using the [Change of Information form](#).

Student ID Number or Last 4 Digits of SSN:

Phone:

Email Address:

Replacement Diploma Order (\$50.00 per diploma)

Please check diploma type: Associate Bachelor Master Doctoral

Years of Attendance:

Year of Graduation:

Major:

Copies:

Authorization:

I am the owner of the academic records here noted and authorize the University of Indianapolis to duplicate my diploma and mail it to me. I understand all duplicate copies of my diploma will indicate "Duplicate of Original Diploma" in fine print.

Student Signature:

Date:

Delivery Information for Replacement Diploma (Select one of the following options)

Please mail my diploma to the following address (will be mailed via USPS):

Mailing Address:

Street

City

State

Zip

I will pick up my diploma when it is ready (an email will be sent to email account listed above).

Method of Payment

Note: Payment must be received in full prior to release of diploma. Please make all checks and money orders payable to the University of Indianapolis.

Cash (in person only): Amount

Check: Amount

Check #

Credit card ([pay online](#))