



## Request for Duplicate Diploma

If you would like to purchase a duplicate diploma or certificate, please complete this form and return with your check or money order, payable to TAMUSHSC to:

Office of the Registrar  
HPEB 1  
8447 State Highway 47  
Bryan, TX 77807-3260

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First Middle Last

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Signature

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UIN Phone

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Address

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Degree Earned

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Date of Graduation

- ◆ If the name requested on the duplicate diploma is different from the way we have your name in our system, you must provide us with the proper documentation for this name change.
- ◆ The diploma will be stamped "Reissued" on the back left hand corner of the diploma
- ◆ Please allow approximately 8-12 weeks for delivery.
- ◆ The charge for a replacement diploma is \$35.00.
- ◆ The diploma is marked "re-issued MM/DD/YY " on the back left hand corner of the diploma.
- ◆ Current signatures will be used, but the date of graduation will be the same as recorded on the original diploma. The previously issued diploma(s) must be surrendered at the time of re-order.
- ◆ If the document has been lost, stolen, or destroyed the student must provide a signed, notarized statement indicating such.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.