

Received by: _____
Date: _____

Enrollment Services
Updated 10/07

University of North Florida Diploma Request Form

There is a \$10.00 fee for each duplicate diploma requested. Please enclose a check or money order payable to UNF. During peak times duplicate diplomas may take up to a week to process. We appreciate your patience.

Student Number: N _____ **Social Security Number:** _____

The State University System of Florida operated a system of records prior to January 1, 1975, pursuant to regulations of the Florida Board of Regents that required the use of Social Security numbers. Therefore each university may continue to require the disclosure of Social Security numbers by applicants and students under the Federal Privacy Act of 1974. This information was and currently is received from you for the purpose of identification and verification of student records including registration, financial aid, and academic records and of verification of your identity in connection with the provision of university services.

Name: If the name you want on your diploma is different than your name in BANNER (UNF record system), a name change form (<http://www.unf.edu/registrar/forms/changes.pdf>) along with documentation showing this as your legal name must be attached to this form.

(print) _____

I will pick up my diploma: (check) _____

I would like my diploma mailed to the following address: (check) _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____ **Phone Number:** _____

Type of Degree: ___ Associate ___ Bachelor ___ Master ___ Doctoral

Major: _____ **Honors Distinction:** _____

Graduation Date: ____/____/____
 Month Date Year

Reason for Requested Diploma:

Change of Name _____ **Duplicate** _____ **Original Lost or Stolen** _____
(Must provide court documentation)

Number of diplomas requested: _____ **Amount enclosed:** _____

Student Signature: _____ **Date:** _____

Enrollment Services Use Only

Check/Money Order # _____ **Amount** _____ **Hold** _____

White copy- Enrollment Services

Yellow copy- Student

Processed by: _____
Date : _____