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:_____

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:** _____

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Enrollment Services Use Only

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

Processed by: _____
Date : _____

White copy- Enrollment Services Yellow copy- Student