

# Duplicate Diploma Request Form

- **There is a \$10 Fee for each diploma requested. Payment must be submitted with request.** One-Stop Student Services accepts check or money orders only. Checks should be made payable to "UNF". Mailed requests and payments should be sent to: University of North Florida, Attention Registrar's Office, 1 UNF Drive, Jacksonville, FL 32224.
- Requests cannot be processed if you have a financial hold, have not completed student loan exit counseling, or are in default on a student loan repayment. Please check myWings for any holds on your account and contact the appropriate office.
- Requests cannot be processed if the name you provide on this form is different than your current name at UNF. See below.\*
- During peak times duplicate diplomas may take up to 10 business days to process. We appreciate your patience.

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**UNF ID #: N** \_\_\_\_\_ **OR Last 4 digits of Social Security Number: XXX-XX-** \_\_\_\_\_

**Telephone Number ( )** \_\_\_\_\_ **Email:** \_\_\_\_\_

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.

**When did you graduate?** \_\_\_\_\_ **Term** \_\_\_\_\_ **Year** \_\_\_\_\_

**For which degree are you seeking a diploma?:** Associate Bachelor Master Doctoral

**Name as you would like it to appear on your diploma:** \_\_\_\_\_

PLEASE PRINT LEGIBLY: \_\_\_\_\_

Your diploma will be printed exactly as you have indicated above, space allowing.

For example: Ozzie F. Osprey, Ozzie Florida Osprey, Ozzie F. Osprey, Jr.

*\*IMPORTANT NOTE: If the name you provided above is different than your current name at UNF (as it appears in myWings), you must officially change your name at UNF before this request can be processed. To do this, submit a Personal Information Update Form **along with proof that this is your legal name to One-Stop Student Services**. The form can be found here: [www.unf.edu/registrar/forms/changes.pdf](http://www.unf.edu/registrar/forms/changes.pdf). Acceptable forms of proof include: driver license, passport, birth certificate, state ID, court order approving name change.*

## Delivery Method:

I will pick up my diploma. (Photo ID is required) \$10.00 per copy \_\_\_\_\_ copies requested

I authorize the person named below to pick up my diploma. \$10.00 per copy \_\_\_\_\_ copies requested

\_\_\_\_\_  
Authorized person must show photo ID

I would like my diploma mailed to the address below. \$10.00 per copy \_\_\_\_\_ copies requested

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## UNF Registrar Staff Use Only

Check/Money Order # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Hold \_\_\_\_\_

Received by: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 2/2/2016

Date: \_\_\_\_\_