Carnegie Mellon University
University Registrar's Office

The diploma authentication is a two-sided, notarized 8½"×11" document providing a copy of the diploma and a signed authentication letter stating the student's name, degree, and graduation date. **The cost is $20 per letter.**

Diploma Authentication

Return this form, along with an 8½"×11" photocopy of your diploma, to the University Registrar's Office. Please allow 3–5 days for processing, in addition to mailing time. These letters cannot be faxed. This form must be submitted via mail or scanned and sent through email. Do not fax this form or your diploma copy. **NOTE: Please be sure the 8½"×11" copy of your diploma contains the complete official University seal at the top and signatures at the bottom. Otherwise, we cannot authenticate your diploma.**

STUDENT INFORMATION

Student Andrew ID: _____

Student Name:_____
Last/Family, First and/or Preferred, MI

Name on Diploma *(if different than above)*: _____

Date of Birth: _____   Year of Graduation: _____

Phone Number: _____   Current Email Address: _____

DELIVERY INFORMATION

Address: _____
Recipient Name

_____
Street Address/PO Box

_____
City, State, Zip, Country

Number of Copies: _____

If needed, attach additional pages for multiple destinations.

Delivery Options *(check one)*:

☐ Regular Mail (USPS)
No extra cost.

☐ Express Service (UPS)
USA Address $35 delivery charge.
Canada/Mexico $40 delivery charge.
Other International $60 delivery charge.
Must provide a street address. No PO boxes.
Requests must be received by 3pm US eastern time.

☐ 2nd Day Express (UPS)
USA delivery only. $25 delivery charge.
Must provide a street address. No PO boxes.
Requests must be received by 3pm US eastern time.

SIGNATURE *(Required)*

Signature: _____   Date: _____
mm/dd/yyyy

PAYMENT INFORMATION

Check one: ☐ Cash   ☐ Check   ☐ Money Order   ☐ Credit/Debit   ☐ Student Account *(current students only)*

Please make checks payable to Carnegie Mellon.

Walk-in service only.

OFFICE USE ONLY

Processed: _____   Signed: _____   Notarized: _____   Mailed: _____