

Carnegie Mellon UNIVERSITY REGISTRAR'S OFFICE

To order a replacement diploma, please mail or fax this form to the University Registrar's Office.

University Registrar's Office

Lower Level, Warner Hall
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone: 412-268-8186
Fax: 412-268-6651
commence@andrew.cmu.edu
<http://www.cmu.edu/hub>

Diploma Replacement Order Form

A replacement diploma can be ordered in the event of the loss or damage of the original or when a copy is needed for professional use. Replacement diplomas are 17 x 14 inches. ("Mini" diplomas or letter-sized diplomas are no longer available.)

The replacement diploma fee is \$50, payable by check or credit card. We cannot guarantee when a replacement diploma will be available. Processing and delivery generally takes four to six weeks. If you have any questions, contact the University Registrar's Office by phone at 412-268-8186 or by e-mail at commence@andrew.cmu.edu.

STUDENT INFORMATION

Student Card ID Number: _____ - OR - Student Andrew ID: _____

Student Name: _____

Date of Birth: _____ Year of Graduation: _____ Phone: _____

Current E-mail: _____ Mailing Address: _____

Degree/Major/School: _____

Your name as you would like it to appear on the diploma: _____

Please list any additional names that you may have used while attending Carnegie Mellon:

Do you need a maroon leather presentation case with your diploma? Yes No

Are you interested in Express Options? Yes No

BILLING INFORMATION

We accept Visa and MasterCard. Please make checks payable to "Carnegie Mellon University."

VISA #: _____	MASTERCARD #: _____
NAME ON CARD: _____	EXPIRATION DATE: _____
BILLING ADDRESS: _____ _____	

Print Name: _____

Signature: _____ Date: _____