

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 \$10 per letter.

University Registrar's Office  
Warner Hall, Lower Level  
5000 Forbes Avenue  
Pittsburgh, PA 15213-3890  
Phone: 412-268-4227  
Fax: 412-268-6651  
uro-verifications@andrew.cmu.edu  
www.cmu.edu/hub

### Diploma Authentication

Return this form, along with an 8½"× 11" photocopy of your diploma, to the University Registrar's Office. Please allow 2–3 business 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 e-mail. Do not fax this form or your diploma copy.

#### STUDENT INFORMATION

Student Andrew ID: \_\_\_\_\_ or Student ID Card #: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last/Family First and/or Preferred MI

Name on Diploma (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### DELIVERY INFORMATION

Address: \_\_\_\_\_ # of copies: \_\_\_\_\_  
Street Address City, State, Zip Country

Attach additional sheets if necessary for multiple destinations.

Delivery Option (check one):  Regular Mail  Express Service  2nd Day Express

*Regular Mail:* Sent via U.S. mail. Allow 3-4 business days for processing after request has been received. Mail to international addresses will take longer to arrive.

*Express Service:* Delivery charge is \$35 - U.S. address; \$40 - Canada or Mexico address; \$60 - International address. Must provide a street address. No PO Boxes. Requests must be received by 3 p.m. EST.

*2nd Day Express:* U.S. delivery only. \$25 delivery charge. Must provide a street address. No PO Boxes. Requests must be received by 3 p.m. EST.

#### PAYMENT INFORMATION

Payment Method:  Check  Visa/MasterCard  Student Account (current students only)

Please make checks payable to Carnegie Mellon.

Card Number: \_\_\_\_\_ Total cost (\$10/copy) \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**NOTE:** Be sure the 8½"× 11" copy of your diploma **contains the official University seal at the top and signatures at the bottom**. Otherwise, we cannot authenticate your diploma.

#### OFFICE USE ONLY

Processed: \_\_\_\_\_ Signed: \_\_\_\_\_ Notarized: \_\_\_\_\_ Mailed: \_\_\_\_\_