

Diploma Authentication Request

A diploma authentication letter is a notarized document used to certify the credibility and validity of a student's Carnegie Mellon diploma. Diploma authentication letters should only be requested for exceptional cases where official transcripts, enrollment verifications, CeDiplomas, etc. are not accepted.

To have a diploma authenticated, first obtain a 8 1/2" x 11" photocopy or scan of your original diploma, preferably in color. **The photocopy must be clearly legible and contain the complete official University seal and signatures.** Submit this completed form along with the photocopy and payment via one of the options listed below (faxes are not accepted). This service costs \$25 per letter; there is an additional charge for express delivery. Please allow 3–5 days for processing, in addition to mailing time.

STUDENT INFORMATION

Andrew ID: _____ Name: _____
Last/Family Name First/Preferred Name Middle Name/Initial

Name on Diploma: _____
(if different than above)

Personal Email: _____ Phone Number: _____

Date of Birth: _____ Year of Graduation: _____
month day year

DELIVERY INFORMATION

Address: _____
Recipient Name

_____ *Street Address/PO Box*

_____ *City, State, Zip, Country*

Number of Copies: _____
If needed, attach additional pages for multiple destinations.

Method of Delivery: <i>(select one)</i>	Regular Mail (USPS)	Express Service (UPS) <i>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 3 p.m. U.S. Eastern Time.</i>	2nd Day Express Service (UPS) <i>USA delivery only. \$25 delivery charge. Must provide a street address. No PO boxes. Requests must be received by 3 p.m. U.S. Eastern Time.</i>
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PAYMENT INFORMATION

Method of Payment: _____
(select one)

Check* Money Order* Credit/Debit
(walk-in service only)

**Checks and money orders should be written out to Carnegie Mellon University.*

STUDENT AUTHORIZATION

Signature: _____ Date: _____
mm/dd/yyyy

UNIVERSITY REGISTRAR'S OFFICE USE ONLY

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