

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

Diploma Replacement

A replacement diploma may be ordered in the event of loss of or damage to the original diploma. Replacement diplomas are 17" x 14" ("mini" diplomas or letter-sized diplomas are no longer available). The replacement diploma fee is \$50, payable by check, money order, or student account (current students only). We cannot guarantee when a replacement diploma will be available. Processing and delivery generally takes six to eight weeks. If you have any questions, contact the University Registrar's Office at uro-diplomas@andrew.cmu.edu or fax to 412-268-6651.

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: _____

Degree/Major: _____

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

List any additional names you may have used while attending Carnegie Mellon: _____

DELIVERY INFORMATION

Address: _____
Recipient Name

_____ *Street Address/PO Box*

_____ *City, State, Zip, Country*

Delivery Options (check one):

Regular Mail (no extra cost)
Shipping via USPS

UPS Express/Overnight:
*Pittsburgh Address \$30
Other US Address \$60
Canada/Mexico \$100
Other International \$200*

SIGNATURE (Required)

Signature: _____ Date: _____

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: _____