

# REQUEST FOR DUPLICATE DIPLOMA

The cost of reordering a diploma is \$16.00. Please enclose a personal check or money order payable to VCU. **Please do not send cash.** Duplicate diplomas may take between eight to twelve weeks to be processed. Duplicate diplomas will have current signatures and the word **Duplicate** printed on them.

STUDENT NAME \_\_\_\_\_  
LAST FIRST MI

STUDENT ID NUMBER 

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 PHONE# (       ) \_\_\_\_\_

GRADUATION DATE \_\_\_\_\_ DEGREE \_\_\_\_\_

HONORS \_\_\_\_\_ MAJOR \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
STREET

\_\_\_\_\_ CITY STATE ZIP

NAME AS IT APPEARED ON ORIGINAL DIPLOMA

NAME AS IT IS TO APPEAR ON DUPLICATE DIPLOMA (**PLEASE PRINT**)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Return to:**  
**Virginia Commonwealth University**  
**Office of Records and Registration**

Monroe Park Campus  
1015 Floyd Ave., room 1100  
P.O. Box 842520  
Richmond, VA 23284-2520

