DUPLICATE DIPLOMA REQUEST

Return completed form to: Registrar's Office, 4365 Andromeda Loop N., Millican Hall, Room 161, Orlando, FL 32816-0114 407.823.3100 | registrar@ucf.edu

DD

INFORMATION

- There is a \$10.00 fee for each diploma requested. This fee must be submitted in the form of a personal check, U.S. or international money order, or a cashier's check made payable to the University of Central Florida. *Please do not submit cash.*
- Requests will not be processed if there are any holds on the account. Please log into myUCF to check for any holds.
- Please attach a copy of a government issued ID such as a driver's license, passport, etc.
- Duplicate diploma requests may take up to 10 business days to process. During peak times (i.e. post-Commencement)
 diplomas may take longer than usual. We appreciate your patience.

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|--|---------------------------|---|---|--|
| PERSONAL INFORMATION | | | | |
| UCFID (formerly emplid) | Name | | | |
| Print Name as you want it on your diploma | | | | |
| Telephone Email Address | | | | |
| Address | | | | |
| City | State | | Zip | |
| PREFERRED METHOD OF CONTA | ACT | | | |
| ☐ E-mail ☐ Telephone | | ne | | |
| DEGREE INFORMATION | | | | |
| Major: | C | Graduation Date (Month | & Year): | |
| Quantity:8 ½ x 11" (bachelors, associates, certificates) | | , | Honors Earned (circle if applicable): | |
| 11 x 14" (masters or doctorates ONLY) | | Summa Cum La | Summa Cum Laude Magna Cum Laude Cum Laude | |
| · · · · · · · · · · · · · · · · · · · | | Honors in the Major University Honors | | |
| DELIVERY INFORMATION* | | DIPLOMA NOTARY | | |
| ☐ I will pick up my diploma. (Photo ID is required) | | If this diploma is needed for employment or enrollment in a | | |
| ☐ I authorize the person named be | elow to pick up my | | foreign institution, please confirm whether it will need to be notarized. We offer two types of notary: | |
| diploma. | | | rd notary with custodial statement (signed by | |
| Authorizant a consum to | ah assar la da ID | | f member who produces the diploma) | |
| Authorized person must s | • | Notarized diploma (signed by the University Registrar) to submit to Department of State for the | | |
| ☐ I would like my diploma mailed t | | | apostille stamp or certificate of notarial authority | |
| *For pick up options, we will contact you available. | when the diploma is | | | |
| Student Signature | | | Date | |
| REGISTRAR'S OFFICE USE ONLY | ′ | | | |
| | | | | |
| Check/Money Order # | | Amount | Holds | |
| Processed by: | | Date | Date | |