



# Duplicate Diploma Request Form

## REGISTRAR'S OFFICE

University of Central Florida  
P.O.Box 160114, Orlando, FL 32816-0114  
407-823-3100 E-mail: Registrar@ucf.edu



This form must be completed and submitted to order duplicate diplomas. The cost of ordering a duplicate diploma is \$10.00 per diploma. Please enclose a personal check, money order or a cashier's check payable to the University of Central Florida. **Do not send cash.** Duplicate diplomas may take up to four weeks to be processed. During peak times (i.e. post-Commencement) diplomas may take longer than usual.

### Note: This form must be notarized.

PID or Social Security #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_  
*First Middle Last*

Mailing Address: \_\_\_\_\_  
*Street Apt. #*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*Email Address*

Please print your name as you want it to appear on your diploma:

\_\_\_\_\_

Degree/Certificate #1 \_\_\_\_\_ Major \_\_\_\_\_

Graduation Date: \_\_\_\_\_  
*Month Year*

Quantity: \_\_\_\_\_

\_\_\_\_\_ 8 1/2 " x 11" (certificates, associates, bachelors)

\_\_\_\_\_ 11" x 14" (masters or doctorate ONLY)

Summa Cum Laude  Magna Cum Laude  Cum Laude  
 Honors in the major  University Honors

Degree/Certificate #2 \_\_\_\_\_ Major \_\_\_\_\_

Graduation Date: \_\_\_\_\_  
*Month Year*

Quantity: \_\_\_\_\_

\_\_\_\_\_ 8 1/2 " x 11" (certificates, associates, bachelors)

\_\_\_\_\_ 11" x 14" (masters or doctorate ONLY)

Summa Cum Laude  Magna Cum Laude  Cum Laude  
 Honors in the major  University Honors

Total Amount Enclosed: \$ \_\_\_\_\_

I certify that I am the above named person and the above statement is true and accurate to the best of my knowledge.

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

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
*Date Month Year*

Notary Signature \_\_\_\_\_

Stamp/Seal of Notary \_\_\_\_\_

( ) personally known  
( ) provided identification  
Type of identification produced

### Official Use Only

Graduation Verified: \_\_\_\_\_ Clearance Verified: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Mailed: \_\_\_\_\_