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 | | | | | | | | | | 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

VCU Division of Strategic Enrollment Management
VIRGINIA COMMONWEALTH UNIVERSITY