



## Replacement Diploma Request

### PERSONAL INFORMATION

Current Name \_\_\_\_\_ FSUID \_\_\_\_\_

Former Name (if applicable) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Email Address \_\_\_\_\_ 10-Digit Phone Number \_\_\_\_\_

Please select an option: do you prefer we contact you by email  or telephone  ?

Name As It Should Appear on Your Diploma

**NOTE:** If your name has changed since you graduated and you would like your new name printed on the diploma, you must provide proof in the form of a copy of your driver's license, marriage license, etc.

### DEGREE INFORMATION

For which degree are you requesting a replacement?  Associate  Bachelor  Master  Doctoral

Graduation Date \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ Program: \_\_\_\_\_

Select the degree of distinction if applicable:  Cum Laude  Magna Cum Laude  Summa Cum Laude

### QUANTITY (\$10.00 per copy)

\_\_\_\_\_ 8.5" X 11" (Associate)

\_\_\_\_\_ 11" X 14" (Bachelor, Master, or Doctoral Degrees)

### PAYMENT

Payments must be made in the form of a check or money order made payable to **Florida State University** and must be received before the order can be processed.

### MAILING INFORMATION

Orders are processed weekly, and delivery takes two to three weeks from the order date. Mail your request and payment to:

Office of Student Business Services  
Florida State University  
A1500 University Center  
282 Champions Way  
P.O. Box 3062394  
Tallahassee, FL 32306-2394

### DELIVERY METHOD

- I will pick up my diploma (photo I.D. is required).
- I authorize the person named below to pick up my diploma:

\_\_\_\_\_  
(Authorized individual must present photo I.D.)

- I would like my diploma mailed to the address below:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**NOTE:** Replacement diplomas will be issued using the current diploma format; therefore, they may not be an exact replica of your original diploma. Replacement diplomas will include a "Replacement Diploma issued on [date]" statement in the lower left corner. This statement is generally hidden depending on the type of frame and matting used.

**IMPORTANT:** Any diplomas unclaimed or returned undeliverable will be discarded after one year, and they must be reordered with full payment.

\_\_\_\_\_  
Student's Signature