REQUEST FOR DUPLICATE DIPLOMA

(See fee policy below regarding diploma replacement)

University of New Mexico
Office of the Registrar
Student Support and Services Center
1155 University SE, MSC11 6325
Albuquerque, NM 87131-0001
Phone: 505-277-8900

PLEASE TYPE or PRINT with ballpoint pen

Date Graduated (*Month/Year*)	**Degree Received**	**Major or College**	**SSN or UNM ID**

Legal Name on Record	**Date of Birth** *(mm/dd/yyyy)*

Name to Appear on Diploma **(see name change policy below)**	**Phone**
	( )

Mailing Address			
City State		Postal Code	Country

Email Address		☐ **Mail to Above Address**	☐ **Hold for Pick Up**
Signature			

ADDITIONAL COMMENTS:

NOTES:

In some situations the diploma may be required as a legal document, and the name appearing on the diploma may need to match the name on the student's other legal documents.

ALL requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written permission.

REPLACEMENT DIPLOMA SERVICE POLICY

1. This service is to reprint a diploma **For Awarded Degrees Only.** Signatures on the diploma will be of current University officials.
2. **Fee Policy:** The charge will be $15.00 for EACH diploma. Make checks payable to The University of New Mexico.
3. **Legal Name Change Policy:** If there is a change of legal name from the name on record, submit a copy of your SSN card and state/federally-issued photo ID.
4. **Diploma Name Policy:** Your diploma name must match your name on record. You may use the Legal first name or the Affirmed/Preferred first name in your UNM record in combination wih the Legal middle and Legal last name in your UNM record. You may expand or contract middle initials/middle name, add accent marks, designate capitalization, or use a name previously held and on file in the UNM record.