



The University of New Mexico

# REQUEST FOR DUPLICATE DIPLOMA

See fee policy below regarding diploma replacement

## THE UNIVERSITY OF NEW MEXICO

Office of The Registrar

Student Services Center, Room 250

Records and Registration, MSC06 3650

1 University of New Mexico

Albuquerque, NM 87131-0001

PHONE: 505-277-4831 / FAX: 505-277-6809

**PLEASE TYPE or PRINT with ballpoint Pen**

<b>Date Graduated</b> <i>(mm/dd/yyyy)</i>	<b>Degree Received</b>	<b>Major or College</b>	<b>SSN or UNM ID</b>			
<b>Name to Appear on Diploma</b> <i>(Change in name from original diploma will require written proof)</i>		<b>Date of Birth</b> <i>(mm/dd/yyyy)</i>	<b>Phone</b> <i>(Include Area Code)</i>			
<b>Mailing Address</b> <i>(No. Street, Apt)</i>						
<b>City, State, Zip</b>	City		State	Zip		
<b>Country</b> <i>(If out-side USA)</i>						
<b>Student Signature (Required):</b>						
<b>Email Address:</b>						
<b>ADDITIONAL COMMENTS:</b>						
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <b>CREDIT CARD INFORMATION:</b>   <hr/> <b>(VISA or MASTERCARD Number)</b>   <hr/> <b>Expiration Date:</b> _____   <hr/> <b>(Name on Credit Card)</b> </td> <td style="width: 50%; border: none; vertical-align: top; background-color: #e0e0e0;"> <b>REPLACEMENT DIPLOMA SERVICE POLICY</b>   1. This service is to re-print a diploma that has been lost, stolen, or damaged. <b>FOR AWARDED DEGREES ONLY.</b>   2. <b>FEE POLICY:</b> The charge will be \$15.00 for EACH diploma. Make checks payable to The University of New Mexico.   3. If there is a change of name from the original diploma, written proof of the name change must be included with this request.   4. <b>ALL</b> 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. </td> </tr> </table>					<b>CREDIT CARD INFORMATION:</b>  <hr/> <b>(VISA or MASTERCARD Number)</b>  <hr/> <b>Expiration Date:</b> _____  <hr/> <b>(Name on Credit Card)</b>	<b>REPLACEMENT DIPLOMA SERVICE POLICY</b>  1. This service is to re-print a diploma that has been lost, stolen, or damaged. <b>FOR AWARDED DEGREES ONLY.</b>  2. <b>FEE POLICY:</b> The charge will be \$15.00 for EACH diploma. Make checks payable to The University of New Mexico.  3. If there is a change of name from the original diploma, written proof of the name change must be included with this request.  4. <b>ALL</b> 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.
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