



PLEASE TYPE OR PRINT

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

Legal Name on Record Date of Birth

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

Mailing Address

City State Postal Code Country

Mail to Above Address

Email Address

Additional Comments:

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. This form is only for a paper duplicate diploma request. An ediploma can be requested on our website.
2. Fee Policy: The charge will be \$30.00 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 with 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.

For more information please contact UNM Office of the Registrar at 1.800.225.5866.

Please mail form with payment to: The University of New Mexico Office of the Registrar Student Support and Services Center 1155 University SE, MSC11 6325 Albuquerque, NM 87131-0001

Signature Date

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.

Requests for Apostille require additional processing time.

DIPLOMA SIZE as of December, 2020 the size of the large diploma is 11 x 14. The size of 12.34 x 17.00 is no longer printed.