

REPLACEMENT/DUPLICATE DIPLOMA REQUEST FORM

The fee for each replacement/duplicate diploma is \$20. Complete and submit this form along with a check or money order payable to Georgia State University. The Office of Graduation Review and Diploma Services is located at 75 Piedmont Ave., Suite 1150. Requests can also be mailed to Georgia State University, Attn: Diploma Services P.O. Box 4017, Atlanta, GA 30302-4017.

Only graduates may request replacement/duplicate diplomas. Your legal name of record at Georgia State University will be the name printed on your diploma. If you have had a change of name, you must submit legal documentation with this form.

Print name exactly as it should appear on diploma _____
First Middle Last

Panther ID # _____ Date of Birth _____

Degree Earned _____ College _____
(i.e. AS, BBA, MA, PhD, etc) (i.e. Perimeter, Arts & Sciences, etc)

Major _____

Honors _____ Date Awarded _____
(i.e. High Honors, Cum Laude, etc)

Print full name in which you were registered at the time of graduation if different from above _____
First Middle Last

Do you require that your diploma be certified by the University Registrar? YES NO

****Certification may take 3-5 business days based on the availability of the Registrar. Diplomas can take 4-6 weeks for processing and receipt. Please allow additional time for international shipping.*

Please sign the following statement in the presence of a Notary Public

The above statement is true and correct, and I am the person named above who received the degree for which a replacement/duplicate diploma is requested.

Sworn to and subscribed before me this _____ day of _____, 20 _____

 Signature of Graduate

 Notary Public Signature
 County of _____
 State of _____
 Commission Expires _____

MAIL DIPLOMA TO:	
Phone: _____	Email: _____



FOR OFFICE USE ONLY	
Date Rec'd _____	Amount Rec'd _____
Date Ord _____	Date Shipped _____