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
(i.e. AS, BBA, MA, PhD, etc)

College
(i.e. Perimeter, Arts & Sciences, etc)

Major

Honors
(i.e. High Honors, Cum Laude, etc)

Date Awarded

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

MAIL DIPLOMA TO:

Phone:   Email:

FOR OFFICE USE ONLY

Date Rec’d  Amount Rec’d

Date Ord  Date Shipped

SEAL