

# 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**

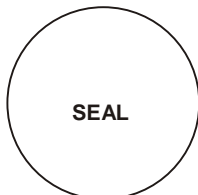
*The above statement is true and correct, and I am the person named above who received the degree for which a replacement/duplicate diploma is requested.*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Graduate

\_\_\_\_\_  
 Notary Public Signature  
 County of \_\_\_\_\_  
 State of \_\_\_\_\_  
 Commission Expires \_\_\_\_\_

<b>MAIL DIPLOMA TO:</b>	
Phone: _____	Email: _____



<b>FOR OFFICE USE ONLY</b>	
Date Rec'd _____	Amount Rec'd _____
Date Ord _____	Date Shipped _____