

REPLACEMENT/DUPLICATE DIPLOMA REQUEST FORM

The fee for each replacement/duplicate certificate or diploma is \$20. **Payment is required for all requests older than 1 year from original degree conferral.** 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 NE., 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 for international use?

YES

NO

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

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

I am the person named above who received the degree for which a replacement/duplicate certificate or 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:

Email

SEAL

FOR OFFICE USE ONLY

Date Rec'd _____

Amount Rec'd _____

Date Ord _____

Date Shipped _____