**REQUEST FOR A DUPLICATE DIPLOMA**

**FOR OFFICE USE ONLY:**

UID:

Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send this request to:

Indiana University South Bend

Office of the Registrar

1700 Mishawaka Avenue PO Box 7111

South Bend, IN 46634-7111

Phone: (574) 520-4451

**DEGREE DATA**

**Print Degree Name** (As it should appear on the Diploma) Date of Birth

**Print Name** (As of last attendance at IU South Bend) IU ID# or Last Four Digits of SS#

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Degree & School** Date Degree GrantedTerm

**Address:**  \_\_\_\_\_\_

Street City State Zip

**Cell Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Call when received/will pick up \_\_\_\_ Mail with next bulk mailing.

Fees for duplicate diploma requests are non-refundable. I hereby request the South Bend Campus Registrar’s Office to order a duplicate diploma. I understand the charge for a remake is $35.00 and will make payment to Indiana University South Bend immediately.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Student** **Date**

**Please Note: Effective 4/29/16 IU Treasury policy states that credit/debit cards can no longer be accepted for payment.**

**Payment must be made via Check, Cashier’s Check, or Money Order *(Payable to Indiana University)***