

Replacement Diploma

Date: _____

Dear UConn Graduate,

In response to your inquiry for a replacement diploma, we are enclosing a form for you to complete and return to us with your check or money order for \$25 per copy (made payable to the University of Connecticut). Payment must be drawn on a United States bank and be in U.S. dollars. From the time you receive your check, it will be about **two weeks** before you receive your diploma.

Your name on the replacement diploma should match that which currently appears on your official records. If you require the documentation in another name, we **must** receive written, legal documentation of the name change, along with your written request to change your name on all of your school records.

Your replacement diploma may be different than the original. We will indicate the actual degree conferral date on the diploma, but the University officials' signatures may be those for the current year's class.

If you have any questions regarding your diploma, please feel free to call us at (860) 486-6214, or email us at degreeaudit@uconn.edu.

Sincerely,

Diploma Services

Replacement Diploma Request Form

PeopleSoft ID (if known) _____

Date of Birth _____

Your Name _____

(As it appeared on your academic record: First, Middle, Last)

NAME AS YOU WISH IT TO APPEAR ON DIPLOMA

(Please document if different from above)

_____ *Indicate when UPPER/lower case, middle name spelled out or initial, etc.*

Date of Graduation _____

School or College _____

(College of Liberal Arts and Sciences, School of Nursing, Graduate School, etc.)

Degree Awarded _____

(Bachelor of Arts, 2-Yr Certificate, 6th-Yr Certificate, Master of Science, PhD, etc.)

Major/Field of Study _____

Graduation Honors *(if applicable)* _____

ADDRESS TO WHICH DIPLOMA IS TO BE MAILED

Name _____

Street & No., Apt. No. _____

City, State _____ Zip _____

Phone (Day) _____ Fax _____

Email address _____

I am requesting a new diploma; the above information is correct.

SIGNATURE _____

Make \$25 check or money order drawn on a US bank payable to **The University of Connecticut** (Canceled check will be your receipt)

Please send the completed form and check to:

UConn Registrar's Office
Attn: Diploma Services
233 Glenbrook Road
Unit 4077A
Storrs, CT 06269-4077