



Office of Records and Registration
 Eastern Michigan University
 304 Pierce Hall • Ypsilanti, MI 48197
 Phone: (734) 487-4111 • Fax: (734) 487-6808
 registrar@emich.edu

Replacement Diploma/Diploma Cover Request

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

The cost of an extra diploma or replacement diploma is \$30.00 for a Bachelor's degree and \$35.00 for a Master's degree. The cost of an extra or replacement diploma cover is \$5.00. A check or money order can be made out to Eastern Michigan University. Included with the payment should be a completed request form. Please keep the following in mind when ordering a replacement diploma:

- Your order will not be processed if your account has any financial obligations.
- Replacement diplomas are shipped via UPS Ground. UPS requires a signature for delivery and because of this, does not deliver to P.O. Boxes.
- To receive electronic tracking information, please provide your email address.
- Please allow two to four weeks for a replacement order to be fulfilled.
- Please print legibly and complete all applicable information.

Note: This form is not used for requesting a legal name change. If you also need your name updated on your EMU record, you must complete the Name Change form found here: <https://www.emich.edu/registrar/forms/index.php>

** Denotes optional item to help EMU better identify and serve students.*

Student Number <u>or</u> Last Four Digits of SSN:	DOB*:
Name as it appears in EMU records:	
Name you would like on replacement diploma:	
Address (Can NOT be sent to a P.O. Box):	City:
	State:
	Zip:
<input type="checkbox"/> I would like to pick up my diploma/cover instead of having it shipped.	
Phone number (REQUIRED FOR INTERNATIONAL SHIPPING):	Email:
Degree earned:	Date of Graduation:
Please check all that apply:	
<input type="checkbox"/> Ordering a replacement Undergraduate diploma (\$30) <input type="checkbox"/> Ordering a replacement Graduate diploma (\$35) <input type="checkbox"/> Ordering a diploma cover (\$5)	

 Student Signature

 Date

Send your request and payment to:
Eastern Michigan University
Attn: Student Business Services
203 Pierce Hall
Ypsilanti, MI 48197