

Request for Replacement Diploma Form

The cost of an extra/replacement diploma is \$30.00 for a Bachelors degree and \$35.00 for a Masters degree. A check or money order can be made out to Eastern Michigan University or other arrangements for payment may be made through the Cashiers Office, 201 Pierce Hall 734.487.3331. Included with the payment should be the attached form with the following information:

- Your name, as you want it on the diploma.
- Your student number or a Social Security number.
- A current mailing address where you would like the diploma sent, (No P.O. Boxes, diplomas require a signature as they are mailed via UPS).
- The type of degree you received.
- Your date of graduation.

Send the information to:

Eastern Michigan University
Attn: Cashiers Office
201 Pierce Hall
Ypsilanti, MI 48197
Fax: 734.487.6808.

Normal turnaround time on a reordered diploma may take anywhere from two to six weeks.

EASTERN MICHIGAN UNIVERSITY
Division of Enrollment Services
REQUEST FOR REPLACEMENT DIPLOMA

E Number: E ___ - ___ - _____ or Student No.: 000 - ___ - _____

Social Security Number: ___ - ___ - _____

Name as it appeared on original diploma: _____

Current Name: _____
(If different)

Name as you would like it to appear on replacement diploma:

Current Address:

City: _____ ST: _____ Zip: _____

Phone number: ___ ___ / ___ ___ - _____

Date of Graduation: _____ Degree Earned: _____

Please check all that apply:

___ Ordering an additional diploma (UG \$30 fee; GR \$35 fee)

___ Ordering a diploma as a result of a name change (UG \$30 fee; GR \$35 fee). You must include proof of a legal name change. (Ex. Marriage license; divorce papers, court ordered name change).

Signature: _____ Date: _____