

# EASTERN MICHIGAN UNIVERSITY

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OFFICE *of* RECORDS AND REGISTRATION

## **Request for Replacement Diploma**

The cost of an extra diploma or 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 your request and payment to:  
Eastern Michigan University  
Attn: Cashiers Office  
201 Pierce Hall  
Ypsilanti, MI 48197

Normal turn-around time on a re-ordered diploma may take anywhere from two to six weeks.

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**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: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ - \_\_\_ \_\_\_ E-mail: \_\_\_\_\_

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: \_\_\_\_\_

*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 include your e-mail address.*