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.
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.