

Replacement Diploma Request

- x Please complete, sign and return this form to the University of St. Thomas Office of Student Data & Registrar
- x There is a \$20.00 fee for each replacement diploma request. We accept cash or check. We do not accept Credit Cards.
 - o The Office of Student Data & Registrar will process the request once the payment is received
- x Please make checks payable to the University of St. Thomas
- x You may pick up your diploma at our office, or we will mail it to the address listed below
 - o Please note: Diplomas are mailed in an oversized envelope with cardboard and they typically do not fit into the standard-size mailbox

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|--------------------------------|-----------------------|
| Name to be printed on Diploma: | St. Thomas ID or SSN: |
| Email Address: | Phone Number: |
| Degree Received: | Date of Degree: |
| Quantity Ordered: | |
| Hold for Pickup | |
| Mail to the address below: | |
| Address Line 1: | |
| Address Line 2: | |
| Address Line 3: | |
| City/State/Zip: | |
| Signature: | Date: |