

# Diploma Replacement Request

Required fee : There is a \$20 fee for each replacement diploma requested. The fee is payable with cash or check. Credit/debit cards and other mobile payments are not accepted. Your request will not be processed until payment is received. Please make checks payable to "University of St. Thomas".

| STUDENT INFORMATION |            |               |
|---------------------|------------|---------------|
| Last Name           | First Name | St. Thomas ID |
| Email               |            | Phone         |

| DIPLOMA DETAILS                   |
|-----------------------------------|
| Name to be printed on diploma(s): |
| Quantity requested :              |
| Degree received:                  |
| Degree awarded date:              |

| DELIVERY METHOD  |
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| You may pick up your diploma on our St. Paul campus or have it mailed to you . Diplomas are mailed in an oversized envelope with a cardboard insert to protect the document in transit. Diplomas will not fit in a standard -size mailbox. |

Hold for pick up at Center for Student Achievement Desk (Murray-Herrick Campus Center