



Request for Undergraduate Diploma Reprint

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Name that should appear on your diploma (if different from your SIUC record name, an official name change may be required).

Dawg Tag:

SSN:

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_

Major: \_\_\_\_\_

Authentication Required:  Yes  No

When an applicant needs to authenticate a diploma for use in a country other than the USA, the authorities in those countries typically require students' records to be certified by the school or university and then authenticated by the State via an Apostille or Certificate of Authority. If you plan to frame a diploma, authentication is not recommended as the notary stamp on the back may bleed through to the front of the diploma.

I wish to have my diploma mailed:

I will pick up my diploma.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I authorize \_\_\_\_\_ to pick up my diploma on my behalf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Information**

A \$25.00 reprint charge is required for each diploma reprint. Please do not send cash. A check or money-order made payable to SIU must accompany your reprint request. Submission of payment is non-refundable.

A check/money-order is enclosed for \_\_\_\_\_ copies of my diploma in the amount of \$ \_\_\_\_\_

**Graduation Office Use Only:**

Processed by: \_\_\_\_\_ Check/MO #: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Date Mailed: \_\_\_\_\_