

Request For Undergraduate Diploma Reprint

Student Name on University Records:

First: _____ Middle: _____ Last: _____

Dawg Tag: _____ SSN: _____ Birthdate: _____

E-mail: _____ Phone Number: _____

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.

Select One:

Mail Diploma: _____ Pickup Diploma: _____

Address (If Mailing): _____

Pickup Person (If Pickup): _____

Signature: _____ Date: _____

Signature must be digital or hand-written

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. Please be sure that all financial obligations with the university have been settled, as a Bursar hold will prevent the release of a diploma.

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

For Office Use Only:

Processed by: _____

Date Ordered: _____ Date Mailed: _____