

**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: \_\_\_\_\_