

Request For Diploma Reprint

Student Name on University Records:

First: _____ Middle: _____ Last: _____

Dawg Tag: _____ 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.

Reason for Reprint Request: _____

Address to send reprint to: _____

(or pick-up contact and _____

instructions) _____

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 re-print 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: _____