

UNIVERSITY of
INDIANAPOLIS.

Office of the Registrar • 1400 East Hanna Avenue • Indianapolis, IN 46227
(317) 788-3219 • 1-800-232-8634 • Fax: (317) 788-3254

Request for Duplicate Diploma Form

DIRECTIONS: Complete the form below and mail with payment to *Stephanie Zwickl, Graduation Coordinator*, (zwickls@uindy.edu) at the address listed above. For any questions, please call (317) 788-3220.

Please Note: All financial obligations to the University must be paid before a diploma may be released.

Name and Contact Information (Please print or type clearly)

Full Name*: _____
Last Name First Name Middle

*If your name has changed and you would like your diploma to reflect this, you must officially update your name with the University. This can be done using the Change of Information form found at <http://registrar.uindy.edu/Forms.php>

Student ID Number or Last 4 Digits of SSN: _____ Phone: _____

Email Address: _____

Replacement Diploma Order (\$50.00 per diploma)

Please check diploma type: Associate Bachelor Master Doctoral

Years of Attendance: _____ Year of Graduation: _____ Major: _____ Copies: _____

Authorization:

I am the owner of the academic records here noted and authorize the University of Indianapolis to duplicate my diploma and mail it to me. I understand all duplicate copies of my diploma will indicate "Duplicate of Original Diploma" in fine print.

Student Signature: _____ Date: _____

Delivery Information for Replacement Diploma (Select one of the following options)

Please mail my diploma to the following address (will be mailed via USPS):

Mailing Address: _____
Street City State Zip

I will pick up my diploma when it is ready (an email will be sent to email account listed above).

Method of Payment

Note: Payment must be received in full prior to release of diploma. Please make all checks and money orders payable to the University of Indianapolis.

Cash (in person only): Amount _____ Check: Amount _____ Check # _____

Credit card (pay online at <http://registrar.uindy.edu/webstore>)