

University of Indianapolis Duplicate Diploma Policy — FINAL

The Office of the Registrar at the University of Indianapolis maintains and generates the printing of all diplomas awarded to students who have met degree requirements at the Undergraduate, Graduate, and/or Doctoral levels.

Duplicate/Replacement Diplomas

The University of Indianapolis will reissue diplomas for alumni whose diploma has been lost, damaged, or destroyed.

Alumni must complete the *Request for Duplicate Diploma Form*, available in the Office of the Registrar or online at <http://registrar.uindy.edu/Forms.php> for a duplicate to be produced. The cost for the duplicate diploma must be paid in full *and* all financial obligations to the University must be paid (if a balance exists on the student's account) before a duplicate diploma may be released. (A duplicate diploma may not be released if a student has any hold that prohibits its release).

A duplicate diploma printed after the original document will indicate "Duplicate of Original Diploma" in fine print, verifying that it replaces a diploma previously issued. Diplomas that are damaged must be returned to the Office of the Registrar for a duplicate to be released. In case of a name change, the original diploma must also be returned to the Office of the Registrar for the new diploma to be released.

Additional Diploma Copy

Upon request, a graduate may request a *copy* of the original diploma. See procedures for *Duplicate/Replacement Diplomas* (listed above).

Name Change

The University of Indianapolis will reissue a diploma if a graduate's name has changed after the original degree was conferred. The graduate must complete an official name change with the University prior to submitting a request for a reissued diploma as well as to return the original diploma to the Office of the Registrar.

To update the student's name, a graduate must complete the *Change of Information Form* available in the Office of the Registrar or online at <http://registrar.uindy.edu/Forms.php> and provide a copy of one of the following documents as proof of identification and the name change:

- Driver's License
- Social Security Card
- Birth Certificate
- Official Court Documentation
- Marriage Certificate
- Passport

For name changes also see procedures for *Duplicate/Replacement Diplomas* (listed above).

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