

REPLACEMENT DIPLOMA PROCESS AND POLICY

- Students needing a replacement diploma (Paper Diploma or eDiploma) must complete and submit this form to the Registrar's office.
- Paper/Physical Diplomas have a processing fee that must be submitted with the completed form to avoid processing delays.
 - \$ 25.00 fee for undergraduate and graduate physical diplomas
 - \$100 for doctoral physical diplomas
 - No fees associated for eDiploma requests
- Replacement diplomas will carry all University officials' current titles and signatures and will be issued in the diploma format currently used by the University.
- Processing time is 4-6 weeks for Paper/Physical diplomas.

STUDENT INFORMATION

Last Name: _____ First Name: _____ SSN: _____

Email: _____ DOB: _____ Class of: _____

Phone (cell # preferred): _____

Has your legal name changed since you graduated from UNE? Yes No*If yes, please submit a Change of Biographical Information form to update your name prior to issuing a replacement diploma.***SECTION I: DIPLOMA INFORMATION**

Major/Program: _____

In the box below, CLEARLY TYPE/PRINT your name exactly as you wish to have it appear in the Replacement Diploma:**SECTION II: DIPLOMA TYPE AND RECIPIENT** I would like to receive a Physical / Paper Diploma. Please have my diploma mailed to the address listed below:

Street: _____

City: _____ State: _____ Zip Code: _____

 I would like to receive an eDiploma. Please email my eDiploma to the address listed below:

Please issue my replacement eDiploma to my personal email: _____

Please email directly from UNE to a 3rd Party email address: _____**SECTION II: STUDENT APPROVAL** (Font signature NOT accepted)

I, the undersigned, declare that the information provided in this request is accurate and complete. I understand that my request for a replacement diploma will not be processed if any information is missing or incomplete. Additionally, I agree to pay any required fees for the issuance of the replacement physical diploma.

Student's Signature: _____ Date: _____