



Registrar's Office

### Request for Replacement Diploma

The identifying information requested below will be needed before an order for a replacement diploma may be processed. Please provide the necessary information and return this form to the UWM Registrar's Office, Mellencamp Hall 274, P.O. Box 729, Milwaukee, WI 53201-0729.

#### Student Information

\*\*\* Name as it appeared on original diploma:

Student ID or Social Security Number (999999999):

Date of Graduation:

School / College Awarding Degree:

Type of Degree (i.e. AAS,BS, BA):

Name to be printed on replacement diploma:

**Diploma Delivery (Please select mail or pick up)**

Mail Diploma

Current Mailing Address:

City: State: Zip Code:

Phone:

Pick up Diploma

Email Address:

**We will contact you via email when your diploma is available for pick up. Please bring a valid photo ID.**

#### Payment Information

**Cost of replacement diploma is \$35.00. Checks and money orders should be made payable to UWM. If paying by check, you must return this form with payment to the address listed on the form. Please do not send cash. If you want to pay using a credit card please use our online form or payment can be made in person in Mellencamp Hall, Room 274.**

Check / Money Order

Cash

#### Read and Sign

Upon receipt of the above information, along with payment, we will place an order for a Replacement Diploma. It takes approximately six to eight weeks for the order to be returned to UWM from the printer and mailed to you. NOTE: All "Holds" and fees, including the graduation fee, must be cleared before the diploma will be mailed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* If this request for a replacement diploma involves a name change, one of the following documents must be provided (1) Marriage Certificate (2) Court Order of divorce decree or name change showing both old and new names