



Application for a Remake or Duplicate Diploma

NOTE: If you are requesting a change to either your first or last name, you must first complete the NAME OR SSN CHANGE form. The form can be found at www.registrar.umd.edu under Current Students, Petitions and Forms (<http://registrar.umd.edu/current/Policies/name%20ssn%20change.html>).

Name on original diploma:		
First	Middle	Last

Name to be printed on new diploma:		
First	Middle	Last

UID or Social Security Number:		Date of Birth:	
College Attended:		Degree Awarded:	
Date of Graduation (month/year):		Honors Awarded:	
Reason for Request:		Address to which diploma should be mailed:	
Email:		Phone:	

If you wish to authorize someone to pick up your diploma, you must provide them with your **written authorization**. Please include your name, UID, signature, legible copy of your identification card showing your signature, and statement authorizing them (name must match the photo ID) to pick up your diploma. They must turn in a hard copy of your authorization and show their photo ID.

This form **must** be notarized and returned with a check or money order made payable to the University of Maryland in the amount of \$25.00 for each diploma to:

Diploma Office
University of Maryland
1118 Mitchell Building
College Park, MD 20742

Notary Use Only		
Student's Signature:	Date:	Notary Public
Personally appeared and sworn to before me this _____ day of _____.		
My commission expires:		
Diploma Office Use Only		
Check Received:	Check Amount :	Check/MO#:
Check Sent to Bursar's Office:	Diploma Mailed:	