

# Dillard University

## Duplicate Diploma Request Form

*Dillard University  
Office of Records & Registration  
2601 Gentilly Boulevard  
New Orleans, LA 70122*

Print, complete all items and return to the above address.

1. Name: \_\_\_\_\_  
*Last First Middle*

2. Social Security Number: \_\_\_\_\_ or Student ID Number: \_\_\_\_\_

3. Address: \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Telephone contact(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

4. Major: \_\_\_\_\_

5. Degree Awarded:  Bachelor of Arts  
 Bachelor of Science  
 Bachelor of Science in Nursing

6. Date degree awarded: \_\_\_\_\_

7. Check here if you also want a diploma cover:  YES  NO

8. Method of Payment: Money order \_\_\_\_\_ Cashier's check \_\_\_\_\_ (*Payable to Dillard University*)

*Orders outside of the U. S. must submit an International Money Order payable to Dillard University*

**The cost of a duplicate/replacement diploma is as follows:**

	<b>Diploma Only</b>	<b>Diploma &amp; Cover</b>
<b>Domestic</b>	<b>\$40.00</b>	<b>\$60.00</b>
<b>International</b>	<b>\$60.00</b>	<b>\$80.00</b>

*Payment must accompany your request. Upon receipt of your request, please allow processing time of 3 to 4 weeks. A duplicate diploma request will not be processed if you have a fiscal balance with the university.*