

A replacement or duplicate diploma has a fee of \$10.00. Please complete this form and submit payment to the Cashiers office. Attach the receipt to this form and submit to the OneStop department for processing. If this form is being submitted by mail, complete this form and attach your check for \$10.00 made payable to Florida International University and send to:

Florida International University
 Attn: Office of the Registrar
 11200 SW 8th Street
 Miami, FL 33199

*Please allow 6-8 weeks for Diplomas to be reordered.

Name: _____ Former Name (If Applicable): _____

Panther ID: _____ Date of Birth: _____ Last four digits of SS#: _____ Number of copies requesting: _____

Current E-mail address: _____ Phone Number: _____

Academic College: _____

Name (As it should appear on the diploma): _____

(Note: If your name has changed since you graduated and you would like your new name printed on the diploma, please provide a change of name form along with the appropriate documentation.)

Diploma Mailing address: _____

*Please initial if you would like to pick up your diploma _____. You will be notified once the diploma is ready.

X _____
 Student Signature

 Date

Section to be completed by Graduation Department

*Diploma holds: PKG RSR SBC SCA SCH SPX STX

*Ordered on: _____ by (Employee's Initials): _____ Due: _____

*Payment Amount Attached: \$ _____

Check _____ # _____

Money Order _____ # _____

Receipt _____ # _____

*Degree of Distinction (If applicable, circle one):

SUBMISSION INSTRUCTIONS

1) Submission in-person: Attach Cashiers receipt to this form and submit to OneStop department for processing

MMC, SASC Building, 1st Floor; BBC, AC1 100

2) Submission by mail: Attach your check for \$10.00 made payable to Florida International University and send it to:

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Honors High Honors Highest Honors Cum Laude Magna Cum Laude Summa
Cum Laude

*Did the student request a transcript? Yes No

*Comments: _____

*****Diploma Release*****

Mailed: Date _____
 Picked Up: Date _____

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