

A duplicate diploma has a fee of \$10.00. Please note that this duplicate diploma may not contain the original University administrator signatures. Allow 6-8 weeks for processing time. See submission instructions below.

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 Major: \_\_\_\_\_ Year of Graduation : \_\_\_\_\_

**(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):

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

\*Comments: \_\_\_\_\_

\*\*\*\*\*Diploma Release\*\*\*\*\*

Mailed: Date \_\_\_\_\_

Picked Up: Date \_\_\_\_\_

**SUBMISSION INSTRUCTIONS**

1. In-person: Attach Cashiers receipt to this form and submit to OneStop department for processing. MMC, SASC Building, 1<sup>st</sup> Floor; BBC, AC1 100
2. By mail: Attach your check for \$10.00 made payable to Florida International University and send it to:

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