

A duplicate diploma is available for a fee of \$10.00. **Please include a valid government-issued ID (such as a driver's license or passport) or your FIU One Card with your request.** Note that the duplicate diploma may not include the original University administrator signatures. Processing time is approximately 6–8 weeks. Please refer to the 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 graduation and you would like your updated name reflected on the diploma, you must submit an Update Demographic Information request through the onestop.fiu.edu website, along with the appropriate supporting documentation. A valid government-issued ID (such as a driver's license or passport) or your FIU One Card will also be required.)

I would like to (please initial one): _____ Pick up my diploma. You will be notified once the diploma is ready.

_____ Have my diploma mailed. My preferred mailing address is:

X _____
Student's Signature

Date

Section to be completed by Graduation Department

*Diploma holds: _____

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

*Payment Amount Attached: \$ _____

Payment details (check, money order, or receipt information): _____

*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 _____ Signature: _____

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:

Florida International University

Attn: Office of the Registrar

11200 SW 8th Street, Miami, FL 33199

FIU - Internal Data

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