

# Replacement Diploma Request

- x Please complete, sign and return this form to the University of St. Thomas Office of Student Data & Registrar
- x There is a \$20.00 fee for each replacement diploma request. We accept cash or check. We do not accept Credit Cards.
  - o The Office of Student Data & Registrar will process the request once the payment is received
- x Please make checks payable to the University of St. Thomas
- x You may pick up your diploma at our office, or we will mail it to the address listed below
  - o Please note: Diplomas are mailed in an oversized envelope with cardboard and they typically do not fit into the standard-size mailbox

Name to be printed on Diploma:	St. Thomas ID or SSN:
Email Address:	Phone Number:
Degree Received:	Date of Degree:
Quantity Ordered:	
Hold for Pickup	
Mail to the address below:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
City/State/Zip:	
Signature:	Date: