



Office of Degree Requirements
Neuberger Hall, Room 104
503-725-3438
800-547-8887, ext. 3438
Fax: 503-725-5525

APPLICATION FOR DUPLICATE DIPLOMA

1. Complete this form and take it to the Cashier's Office with payment for the \$25 fee.
2. Return this form to the Office of Degree Requirements.
3. Note that it takes about one week to receive the duplicate diploma from the printer.

Name

PSU ID

Reason for duplicate diploma: _____

Please print name exactly as it appeared on the original diploma. This name will appear on the duplicate diploma:

Degree and major conferred: _____

Term and year the degree was conferred: _____

Check one of the following:

I will pick up the diploma. (Phone): _____

OR

Please mail diploma to: _____

Address

City, State, Zip

Diploma ordered by: _____

Signature

Date

Diploma received by: _____

Signature

Date