

## DIPLOMA REPLACEMENT REQUEST

Full Name	Date of Birth: (mm/dd/yy)	UOG ID No:
Mailing Address:		
Phone Number(s):	Email Address:	
Degree Earned:	Semester/ Year Earned:	
Major/ Program:		
<p>If you would like your replacement diploma to reflect a name different from the one used at the time of your graduation, please provide appropriate supporting documentation. For name changes due to marriage, a copy of the marriage certificate is required. For name changes resulting from a court order, please submit official court documentation verifying the change.</p> <p>I wish to have my name appear on my diploma as follows: (Please print):</p> <p style="text-align: center;">_____</p>		
<b>DELIVERY:</b> <input type="checkbox"/> Self Pick Up <input type="checkbox"/> May release to (authorized individual): Name: _____ <input type="checkbox"/> To be mailed (additional fees apply) _____ _____	<b>FEES:</b> <input type="checkbox"/> Diploma Replacement Fee - \$100 (non-refundable)  <input type="checkbox"/> Mailing Fee (US Mainland & Outer Islands) <input type="checkbox"/> International <i>Postal rates vary according to destination. Please contact UOG Post Office at (671) 735-2928</i>	
<b>IMPORTANT:</b> Diplomas will be released only after all fees are paid in full and the request has been approved.		
<b>PROCESSING AND ACKNOWLEDGEMENT:</b> <ul style="list-style-type: none"> <li>· Please allow 4-6 weeks for processing. If completed sooner, we will notify you.</li> <li>· Processing time does not include postal delivery time.</li> <li>· Replacement diplomas will reflect the name on record, unless an approved name change is on file.</li> <li>· Fees are non-refundable once processing has begun.</li> </ul> <p><input type="checkbox"/> I acknowledge that I have reviewed and understand the delivery options, fees, and processing time outlined above.</p>		
_____ Student's Signature		_____ Date
<b>OFFICIAL USE ONLY</b>		
Amount Received: _____ Receipt No.: _____ Initials: _____ Date: _____		