



Return completed form to:  
Registrar's Office  
P.O. Box 3155, Ruston, LA 71272-0001  
318.257.2176 | www.latech.edu/registrar/

## DUPLICATE DIPLOMA REQUEST

This form must be completed and submitted to order duplicate diplomas. The cost of ordering a duplicate diploma is **\$15.00** per diploma, **\$6** diploma cover and **\$10** shipping/handling. Please enclose a personal check, money order or a cashier's check payable to the Louisiana Tech University or contact the Cashiers office to make a credit/debit card payment (318-257-4325). Do not send cash. Duplicate diplomas may take up to four weeks to be processed. During peak times (i.e. post-Commencement) diplomas may take longer than usual.

### PERSONAL INFORMATION

CWID or SS#: \_\_\_\_\_ Name (First, Middle, Last) \_\_\_\_\_

Print Name to appear on diploma: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address: \_\_\_\_\_ @ \_\_\_\_\_

### Degree or Certificate

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Graduation Date (Month/Year): \_\_\_\_\_

Quantity:   \_\_\_ Diploma @ \$15/each  
              \_\_\_ Diploma Cover @ \$6/each

Check box if degree needs to be mailed:    Mailing Fee \$10 (to U.S. addresses only)

**Total Amount Enclosed \$** \_\_\_\_\_

I certify that I am the above named person and the above statement is true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

### REGISTRAR'S OFFICE USE ONLY

Date Paid:	Date Mailed:	Staff Signature:
------------	--------------	------------------