

# Request for Replacement/Duplicate Diploma

Revised Date: 12/01/20

## Submission Instructions

Please complete this form in its entirety and email, mail, or fax the form to the Student Records department as listed below.

The University of Arizona Global Campus, Attn: Student Records, 8620 Spectrum Center Blvd., San Diego, CA 92123

◆ Tel: 866-974-5700 ◆ Fax: 888-481-7811 ◆ Email: [Graduation.Information@uagc.edu](mailto:Graduation.Information@uagc.edu)

Thank you for your request for a replacement/duplicate diploma. The cost of a replacement/duplicate diploma is \$45.00 per diploma. If you are requesting a replacement/duplicate diploma for more than one degree and major, please fill out a separate form for each. **A replacement/duplicate diploma request will not be processed for any student who has an outstanding balance with Global Campus.**

*We can only process requests for degrees that have been conferred. Once you have received your initial diploma from the University of Arizona Global Campus, you are welcome to order additional copies. If we receive your request before your degree has been conferred, it will not be processed.*

**Note:** Please review the accepted form formats: .PDF, Word (.DOC or .DOCX), Excel (.XLS or .XLSX), TIFF or .TIF, .JPG or .JPEG, Text (.TXT), Bitmap (.BMP), .HTML or .HTM. Submitting a form in any other format may require resubmission or result in a delay in processing.

## Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Student ID: \_\_\_\_\_

Name used when diploma was originally issued: \_\_\_\_\_

Degree awarded: \_\_\_\_\_ Date degree awarded: \_\_\_\_\_

Name as you wish it to appear on replacement/duplicate diploma: \_\_\_\_\_

I understand the replacement/duplicate diploma will bear the signatures of the current Global Campus officials. Students who previously received a diploma from Mount St. Clare College, The Franciscan University, The Franciscan University of the Prairies, or Ashford University, and order a replacement/duplicate diploma, will receive their diploma with the institution name of Ashford University.

Date: \_\_\_\_\_

**The fee for a duplicate/replacement diploma is \$45 per diploma. Payment must be received prior to processing this request. You may make a payment by mail or contact [payments@uagc.edu](mailto:payments@uagc.edu) to make a payment arrangement.**

**The University of Arizona Global Campus, Attn: Accounts Receivable  
8620 Spectrum Center Blvd., San Diego, CA 92123**

**Upon receipt of your request and confirmed payment, the processing time is approximately 6-8 weeks.**