



University of the Incarnate Word  
 Office of the Registrar  
 4301 Broadway, CPO 304  
 San Antonio, Texas 78209  
 Phone: (210) 829-6006

# Diploma Replacement/Duplicate and Expedite Request Form

Complete this form to request a replacement/duplicate diploma and/or to expedite diploma shipment. Note that the diploma will be mailed to the address provided on this form. Also note that diplomas are ordered the first week of every month and shipped thereafter.

Fees (payable in advance):  Replace/Duplicate = \$30.00  Expedite = \$150.00

## STUDENT INFORMATION

Name: \_\_\_\_\_  
Last/Family (include maiden, if applicable) First/Surname Middle

Student ID (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
MM/DD/YYYY

Email Address: \_\_\_\_\_ U.S. Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
# Street (Apt./Unit #)

City State/Province Zip/Country Code Country

In the space below, record your name exactly as you want it to appear on your diploma

## DEGREE INFORMATION

Degree Completion Month: **May** **August** **December** Year: \_\_\_\_\_

Degree Earned (select below):

| Undergraduate |          |          | Graduate |        |               | Doctorate |        |
|---------------|----------|----------|----------|--------|---------------|-----------|--------|
| A.A.          | B.A.     | B.M.     | M.A.     | M.B.A. | M.S.N./M.B.A. | D.B.A     | Ph.D.  |
| A.S.          | B.A.A.S. | B.S.     | M.A.A.   | M.B.S. |               | D.N.P.    | PharmD |
|               | B.F.A.   | B.S.A.T. | M.A.T.   | M.S.   |               | D.O.      | O.D.   |
|               | B.B.A.   | B.S.N.   | M.Ed.    | M.S.N. |               | D.P.T.    |        |

Your First Area of Study: \_\_\_\_\_

Studied as a (select one): **Major** **Concentration** **Specialization**

Your Second Area of Study: \_\_\_\_\_

Studied as a (select one): **Major** **Concentration** **Specialization**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Registrar's Office Use Only

Order Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount: \_\_\_\_\_

Notes: \_\_\_\_\_