

Request for Duplicate Diploma or Certificate

**** Your new diploma will be processed on current stock and style of paper. ****

Reason for requesting duplicate diploma or certificate:

Name when attending Regis University:

(Please note that your legal name that is on file on official university records is what will be displayed on your diploma)

Regis ID# or Last Four Digits of SSN# _____

Daytime Phone Number:

Birth date:

Mailing address:

Street Address

City, State, Zip

Please select options below:

Degree Certificate

Associates Bachelors Masters Doctoral

The charge for a duplicate diploma or certificate is \$25.00

No additional charge for regular USPS mail (Total Due \$25.00)

FedEx Delivery* add \$15 (Total Due \$40.00)

*For delivery outside of the US, Total Due \$50.00

Once your request is received by Regis University, a representative will call you at the daytime phone number above for payment information.

Please email the completed form to graduation@regis.edu for processing.