



### 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:

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Name when attending Regis University:

Regis ID # or Last Four Digits of SSN#:

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Daytime Phone Number:

Birth date:

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Mailing address:

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Street Address

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City, State, Zip

Degree    Certificate                       Associates    Bachelors    Masters    Doctorate

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

Signature                      (Faxed signature as good as the original)

\_\_\_\_\_                      Date

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

- No additional charge for regular USPS mail (TOTAL DUE \$25)
- FedEx Delivery\* add \$15 amount (TOTAL DUE \$40)

*Once your request is received by Regis University, a Student Services Representative will call you at the daytime phone number above for payment information. You can also call Student Services at 303-458-4126.*

*\*For delivery outside the United States, TOTAL DUE is \$50*

*If payment is not received within five business days, from the date of initial request, you will be required to submit a new request.*

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