



UNIVERSITY of ST. THOMAS
MINNESOTA

Replacement Diploma Request

- Please complete, sign, and return this request form to the University of St. Thomas - Registrar's Office.
- There is a **\$20.00 fee** for each replacement diploma requested. We accept cash or check (no credit cards).
- Please make checks payable to the **University of St. Thomas**.
- You may pick up your diploma at our office, or we will mail it per your instructions below.
Please note: Diplomas are mailed in an oversized envelope with cardboard and they typically do not fit into the standard-size mailbox.

- Name on original diploma _____
(Your name as it appears on your student record will be printed on the replacement diploma.)
- Current name (if different from above) _____
- Student ID/SSN _____ Phone # _____
- Email address _____
- Signature _____
- Degree received: _____ Date of degree: _____

- Quantity ordered: _____
- Hold diploma for pickup. Call me at () _____ - _____ when it is ready.
- Mail the diploma to: _____

Return this form to: **University of St. Thomas
Registrar's Office
AQU 106
St. Paul, MN 55105**

Questions: (651) 962-6700
(800) 328-6819, ext. 2-6700