

Dillard University

Duplicate Diploma Request Form

*Dillard University
Office of Records & Registration
2601 Gentilly Boulevard
New Orleans, LA 70122*

Print, complete all items and return to the above address.

1. Name: _____
Last First Middle

2. Social Security Number: _____ or Student ID Number: _____

3. Address: _____

City

State

Zip Code

Telephone contact(s): _____

E-mail address: _____

4. Major: _____

5. Degree Awarded: Bachelor of Arts
 Bachelor of Science
 Bachelor of Science in Nursing

6. Date degree awarded: _____

7. Check here if you also want a diploma cover: YES NO

8. Method of Payment: Money order _____ Cashier's check _____ (*Payable to Dillard University*)

Orders outside of the U. S. must submit an International Money Order payable to Dillard University

The cost of a duplicate/replacement diploma is as follows:

	Diploma Only	Diploma & Cover
Domestic	\$40.00	\$60.00
International	\$60.00	\$80.00

Payment must accompany your request. Upon receipt of your request, please allow processing time of 3 to 4 weeks. A duplicate diploma request will not be processed if you have a fiscal balance with the university.