



REQUEST FOR DUPLICATE DIPLOMA

INSTRUCTIONS: The fee for a duplicate diploma is \$50 for domestic addresses, and \$100 for international addresses. Requests will not be processed for any student who has a financial hold. Duplicate diplomas will bear the signatures of current University officials. The phrase "Duplicate Diploma" will appear on the bottom edge; this is hidden when displayed in a standard frame. All diplomas will be mailed. For questions, please call Graduation Services at (312) 341-3591. **ALLOW THREE WEEKS FOR PROCESSING.**

PLEASE PRINT CLEARLY. Complete this form, sign it, and make a payment via the Marketplace* or return it with the appropriate fees to address at the bottom of the form:

Name (Print) _____ Student ID (or SSN) _____

Other names used _____ Date of Birth _____

Degree Earned _____ Degree Award Date _____

Current Email Address _____ Phone (Required) _____

PLEASE PRINT YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA:

First Middle Last

Domestic Mailing Address

Street Address _____ City _____ State _____ ZIP _____

International Mailing Address

Street Address _____ City _____

State/Province _____ Country _____ Postal Code _____

I enclosed a check for: \$50 for domestic mailing - or - \$100 for international mailing.

*Marketplace Online Payment for Duplicate Diploma only:

https://secure.touchnet.com/C21300_ustores/web/store_cat.jsp?STOREID=26&CATID=34&SINGLESTORE=true

*Marketplace Online Payment for Duplicate Diploma with Apostille Services:

https://secure.touchnet.com/C21300_ustores/web/store_cat.jsp?STOREID=26&CATID=33&SINGLESTORE=true

Signature (Required) _____ Date _____