

Diploma Reorder Request

Personal Information

Name: _____ Student ID Number: _____

Previous Name: _____ Date of Birth: _____

Email Address: _____ Phone Number: (____) _____

Degree Information

The standard diploma policy at the University of Northern Iowa is to print only legal name and degree on your diploma. Majors, Minors, and Certificates are designated on your official transcript. If you desire your diploma to list your major, please indicate so here. Printing a diploma with major(s) listed is considered a Diploma Replacement and the form and payment must be completed accordingly.

Name Requested on Diploma(s): _____

Degree (PhD, MA, BA): _____ Graduation Semester & Year: _____

If multiple degrees attained from UNI, please list which diploma(s) are requested: _____

Number of Replacement Diplomas (\$25 each): _____ ☐ I would like my major listed on my diploma and understand that this is an exception to the policy.

Reason for Requesting Replacement: _____

Delivery Address

Street Address 1

Street Address 2

City

State, Zip Code

Carrier Information & Total

No. of Diplomas _____ x \$25 = _____

Shipping (*Select One*)

☐ Standard \$0

☐ UPS Overnight \$24

*Must be received by 12pm CST

☐ DHL International \$30

Total: _____

Payment Information (*Check One*)

Payment is required **before** your request will be processed.

☐ I will email this completed form to commencement@uni.edu so that my replacement fee can be posted on my MyUNiverse account for me to pay electronically.

If you don't have access to your MyUNiverse account, call the IT Service Desk at (319) 273-5555.

☐ I will mail this completed form and a check made out to the University of Northern Iowa to this address:

Office of the Registrar
115 Gilchrist Hall
Cedar Falls, IA 50614-0006

Authorization

Signature: _____ Date: _____