

# The University of Texas Health Science Center at Houston

## Request for Duplicate Diploma

**Note: Cash and credit card payments are not accepted**

If you would like to purchase a duplicate diploma or certificate, please complete this form and return with your check or money order, payable to UTHSC at the following address:

Office of the Registrar

P.O.Box 20036

Houston, Texas 77225

\$15.00 each, if ordered prior to Graduation

\$55.00 each, if ordered after Graduation

\$25.00 each for Dental Adv. Education Certificate.

If ordering with a diploma, this fee must be paid by separate check or money order.

Number of Duplicate Diplomas Requested \_\_\_\_\_

**NAME (please PRINT your name exactly as it should appear on your duplicate diploma):**

**FIRST**

**MIDDLE**

**LAST**

(If name requested on the duplicate diploma is different from the way we have your name in our system, you must provide us with proper documentation (court order, marriage license, etc. for this name change.)

**Signature** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_ (Optional)

**Phone:** \_\_\_\_\_

**Delivery Instructions:**

\_\_\_\_ **Pick-up** (notify by email)      **Email address:**

\_\_\_\_ **Mail to the address provided below**

**Address:** \_\_\_\_\_

**Select the Degree Earned:**

**Date of Graduation:**

DENT.....Cert (\$25.00).....BS .....MS .....DDS

GSBS.....MS .....PhD

MED.....MS .....MD

NURS.....Cert .....BSN .....MSN .....DNP .....DSN

SBMI.....MS .....PhD .....DHI

SPH.....MPH .....DPH .....MS .....PhD

OTHER..... \_\_\_\_\_

\_\_\_\_\_  
(mm/yyyy)

- Please allow approximately 6-8 weeks for processing.
- The word "Duplicate" will be printed in small letters, in black ink, on the bottom of the diploma.
- The signatures of UT officials on replacement diplomas may not be the same as those that appeared on your original diploma. The signatures will be of those who are currently in these positions.

