



Request for Replacement/ Duplicate Diploma

Revised 6/20/12

Online Students/ Campus Students – **University of the Rockies Student Records, 1201 16th Street, Suite 350, Denver, CO 80202 ♦ Tel: 866.621.0124 ♦ Fax: 888.226.6319**

Thank you for your request for a replacement/duplicate diploma. The cost of a replacement/duplicate diploma is \$45.00 per diploma. If you are requesting a replacement/duplicate diploma for more than one degree and major, please fill out a separate form for each. **A replacement/duplicate diploma request will not be processed for any student who has an outstanding balance to the University.**

We can only process requests for degrees that have been conferred. Once you have received your initial diploma from University of the Rockies, you are welcome to order additional copies. If we receive your request before your degree has been conferred, it will not be processed.

Please print legibly. Complete ALL information and email, mail or fax the form to the Student Records department as listed above.

Note: Please review the accepted form formats: .PDF, Word (.DOC or .DOCX), Excel (.XLS or .XLSX), TIFF or .TIF, .JPG or .JPEG, Text (.TXT), Bitmap (.BMP), .HTML or .HTM. Submitting a form in any other format may require resubmission or result in a delay in processing.

Name (Last, First, Middle): _____ Student ID (or last 4 of SSN): _____

Current Address: _____ City: _____ State: _____ Zip: _____

Phone Number (w/ area code): _____ E-mail: _____

Name as it should appear*: _____

*Only legal names will be printed on the replacement or duplicate diplomas. If you were registered at University of the Rockies under a former/maiden name and wish your diploma to reflect your current name, a photocopy of a legal document (ie. driver's license, court order, social security card, or marriage license) must be provided.

Degree awarded: _____ Date degree awarded: _____

I understand the replacement/duplicate diploma will bear the signatures of the current university officials.

Signature: _____ Date: _____
Electronic signature not accepted

The fee for a duplicate/replacement diploma is \$45 per diploma. Payment must be received prior to processing this request. You may make a payment by mail or you may contact the Accounts Receivable department to make a payment over the phone.

**University of the Rockies, Attn: Accounts Receivable,
13520 Evening Creek Drive North, Suite 550, San Diego, CA**

Accounts Receivable may be contacted at 866.621.0124 ext. 1778.

Upon receipt of your request the processing time is approximately 10-12 weeks.