

**DUPLICATE DIPLOMA REQUEST**

The Office of the Registrar will process requests for duplicate diplomas by placing periodic orders with our diploma vendor. Orders normally are placed with the vendor by the first of each month with delivery expected within six weeks. Please note, however, diploma orders for currently graduating students take precedence over orders for duplicate diplomas.

Duplicate diplomas show the date the degree was originally conferred and bear the signatures of the original University officials. The student's current name, as it appears on University records, will be placed on the diploma.

The fee for a duplicate diploma, including postage charges, is **\$35.00**; proof of identity also is required.

Please complete the information requested below and return it to this office along with:

- 1) Your check or money order made payable to Indiana University
- 2) A copy of your driver's license

**Mail to:**  
**Indiana University NW**  
**Registrar's Office HH Rm 102**  
**3400 Broadway**  
**Gary, IN 46408**

NAME: \_\_\_\_\_

(Print name as used on University records)

STUDENT I.D. NUMBER (if not known, use SSN): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DEGREE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

DEGREE DATE: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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FOR OFFICE USE ONLY

Checklist OK \_\_\_\_\_ Date Ordered \_\_\_\_\_

Verify Degree \_\_\_\_\_ Date Received \_\_\_\_\_

Fee Received \_\_\_\_\_ Date Mailed \_\_\_\_\_

