



University of Dallas  
Office of the Registrar

## Duplicate Diploma Request Form Instructions

1. Fill in name and UD ID# or date of birth.
2. Fill in name to appear on diploma.
3. Fill in year degree was earned.
4. Fill in home address, daytime phone number, and email address.
5. Check appropriate box for pick up or shipping. If shipping, provide address.
6. Sign and date
7. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.
8. The duplicate diploma fee is \$60.00. Additional shipping fess will apply if shipping internationally. Once we receive your request form, your student account will be charged \$60.00. You can either pay the fee online in Cashnet, or with check.
9. Your order will NOT be processed until payment has been received.
10. Please allow 8-10 weeks after payment is received for delivery of diploma.

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Office of the Registrar  
Cardinal Farrell Hall, Ste. 180  
1845 E. Northgate Dr.  
Irving, TX 75062  
P: 972-721-5221  
F: 972-721-5132  
Email: registrar@udallas.edu



University of Dallas  
Office of the Registrar

## Duplicate Diploma Request Form

Full Name (Please print): \_\_\_\_\_

Former/Maiden Name: \_\_\_\_\_

UD ID# or Date of Birth: \_\_\_\_\_

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Name to Appear on Diploma: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Year Degree Awarded: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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 I will pick up diploma

Ship diploma to:  Address above

This address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Duplicate diploma fee: \$60.00**

\*\*Additional charges may apply if shipping internationally

Once your request has been processed, your student account will be charged \$60.00. You can then log into your Cashnet account and pay the fee. Please note that your diploma will not be ordered until payment has been received.

**PLEASE ALLOW 8-10 WEEKS AFTER PAYMENT IS RECEIVED FOR DELIVERY**