



**Diploma Reprint Request Form**

**Complete the information below to process request. Please print clearly and legibly.**

Name on University Records at the time of graduation:

\_\_\_\_\_

Name you want to appear on your diploma reprint:

\_\_\_\_\_

If the diploma reprint is a result of a name change:

The new name may be updated on the diploma when this form is accompanied by a photocopy of an acceptable legal document reflecting the new name. Acceptable legal documents are a marriage license or court order. Documents that are not considered acceptable legal documents include a driver's license, a social security card, or notarized statement. Note: academic transcripts will continue to state the name of the student at the time of enrollment.

UT Student ID (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Year Graduated (if known): \_\_\_\_\_ Degree and Major: \_\_\_\_\_

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

Pick Up

Diploma Mailing Address:

\_\_\_\_\_

Signature of Graduate: \_\_\_\_\_ Date: \_\_\_\_\_

*A \$30.00 reprint charge is required for each diploma. Please remit payment with this form. Only checks or money orders will be accepted made payable to The University of Tampa. Diplomas will not be released if holds exist on your account. Please allow up to eight (8) weeks for processing and shipment.*

A check or money order is enclosed for:

Numbers of diplomas \_\_\_\_\_ Total amount enclosed \$30.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

Mail completed form, payment, and additional legal documents (if applicable) to:

The University of Tampa  
Office of the Registrar  
401 W. Kennedy Blvd, Box N  
Tampa, Florida 33606

**For Official Use Only**

Processed By: \_\_\_\_\_ Order Date: \_\_\_\_\_ Shipment Date: \_\_\_\_\_