



DUPLICATE DIPLOMA REQUEST FORM

- Cost: \$10 for each copy ordered
- Requests may take 4-8 weeks to process
- Diplomas cannot be released if there is a financial hold on the student account
- Pacific University is not responsible for diplomas lost or delayed in the mail
- Duplicate diplomas cannot be faxed or emailed

Incomplete and/or inaccurate forms may result in processing delays

Full Name: _____ Date of Birth: _____

Former Name(s): _____ Student ID # or SSN: _____

Email Address: _____ Phone Number: _____

Number of duplicates requested: _____

Name to appear on diploma:

Degree: _____ Degree Date: _____

HOLD for pick up at Registrar's Office in Forest Grove, Oregon. Photo ID required at time of pick up

-OR-

Please mail duplicate diploma(s) to:

X		
	Student Signature	Date

Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa /MasterCard/ Discover/American Express Credit Card*: _____ Expiration Date (mm/yy): _____ CVV Code: _____

* To be in compliance with the PCI (Payment Card Industry), Pacific University cannot accept any payment card information or process any payment card charges received via electronic mail. Because of this, requests for Duplicate Diplomas cannot be accepted via email.

Business Office Use Only:	
Student Account Verification	
Loan Verification	
Amount Paid (csh, chk, cc)	

Registrar's Office Use Only:	
Date Ordered	
Date Sent/Picked Up	