ST. MARY'S UNIVERSITY

DUPLICATE DIPLOMA REQUEST

Name used while attending St. Mary's University _____ Social Security Number _____ STMU ID (if known) _____

Date of Birth _____ Current Address _____

Daytime Telephone _____ E-mail _____

Degree _____ Major(s) _____ Graduation Honors _____

Degree Date _____ Name as it is to appear on diploma *(first name first)* _____

I require a duplicate diploma for the following: ❒ Original diploma damaged ❒ Original diploma lost

❒ Other *(be specific)* _____

Request (check one): ❒ I will pick up my diploma. *(Contacted via daytime telephone when diploma arrives)*

❒ Mail my diploma to the following address:

First Name _____ Middle Name _____ Last Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

The Office of the Registrar accepts payment in the form of cash or check or money order made payable to St. Mary's University. An explanation of fees follows:

Bachelor	Master	Ph.D.
$30.00	$30.00	$40.00

Note: Duplicate diplomas bear the signatures of current University Officials. Allow 30+ days for delivery.

Submit request to:

St. Mary's University
Office of the Registrar
One Camino Santa Maria
San Antonio, Texas 78228-8576
(210) 436-3701 Fax: (210) 431-2217

For Office Use Only

Date Request Received _____ Diploma Ordered _____

Information Verified _____
(Degree) (Date) (Honors)

Payment Received _____ Date Diploma Mailed _____