

# Replacement Diploma Request Form



A replacement diploma is printed in the current format showing the graduate's name, degree earned, designated honors, college which awarded the degree, date of graduation, and signature of the dean at the time of graduation. All other signatures on the diploma will be those of incumbent University and/or State officials.

A fee of \$10.00 is charged for a replacement diploma. (This fee is subject to change)

**Complete this form and mail it to the address below. Attach your check or money order for \$10.00 made payable to University of South Florida and send to:**

**Replacement Diploma  
USF Payments - Banner  
PO Box 737442  
Dallas, TX 75373-7442**

**PLEASE ALLOW THREE WEEKS FOR DELIVERY.**

Name at the time of graduation \_\_\_\_\_

Name you wish to have printed on your diploma \_\_\_\_\_

*If this name is different from that displayed above, legal documentation must be submitted with this form.*

USFID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Degree Awarded \_\_\_\_\_

Honors Earned \_\_\_\_\_ College(s) \_\_\_\_\_

## Diploma Mailing Information

Street Address 1 \_\_\_\_\_

Street Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**If you would prefer to pick up on campus, please check the applicable box:**

Tampa      St. Petersburg       Sarasota-Manatee

Graduate's Signature \_\_\_\_\_ Date \_\_\_\_\_

*NOTE: Graduates who received the DPT, MD, MPAS, or PharmD degree should email [comregistrar@usf.edu](mailto:comregistrar@usf.edu) to both initiate a request for a replacement diploma and pay for a replacement diploma.*