

Carlow University

Official Request for Duplicate Diploma

Side 2

- ❖ Only a Carlow graduate may request a duplicate diploma. Requests made by any other individual will not be honored.
- ❖ Only signed, dated, and paid requests will be honored.
- ❖ All outstanding financial obligations **must be** resolved prior to a request.
- ❖ A new diploma will be processed on current stock and style of paper. At this time replacement diplomas for Master and Bachelor students are printed on 8.5 x 11inch diploma stock. Replacement diplomas for Doctorate students are printed on 11x14 inch diploma stock. They will not be issued in the smaller size from years ago, and will display the **current** Official signatures.
- ❖ Allow six to eight weeks for delivery. We appreciate your patience.
- ❖ The diploma will be mailed regular, first-class mail with delivery confirmation.
- ❖ Diplomas are ordered at the first of each month. Please note that the orders for current graduating students take precedence over orders for duplicate diplomas. When printing the diplomas for the May, August, and December graduates, production of duplicate diplomas may be delayed in excess of an additional month.
- ❖ The charge for a new diploma is \$25.00. A check or money order must be made payable to **Carlow University**. To pay with a credit card, please contact the Office of Student Accounts at 412-578-6052.

- ❖ Please Mail or Fax this request to:
Carlow University
Office of the Registrar
3333 Fifth Avenue
Pittsburgh, PA 15213

Fax: 412-578-6655
Phone: 412-578-6085