

# Carlow University

## Official Request for Duplicate Diploma

Full Name (current)

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Reason for requesting duplicate diploma (Ex: Replacement, Name change, etc.):

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Last 4 Digits of SSN \_\_\_\_\_ **OR** Student ID Number \_\_\_\_\_

Has your name changed since attending Carlow? If so, list previous name:

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Name EXACTLY as you would like it to appear on your diploma (NOTE: Middle initials will include a period):

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Degree or Certificate awarded (Ex: Bachelor of Arts, STEM Teaching Graduate Certificate, etc.):

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Date degree or certificate awarded: \_\_\_\_\_

Diploma mailing address (where you want diploma mailed):

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Signature (typed signature accepted): \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*OFFICE USE ONLY/DO NOT WRITE BELOW THIS LINE\*\*\*

Date request received:

Date sent to UCER:

Date mailed to student:

# Carlow University

## Guidelines and Submission Instructions

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- Only a Carlow graduate may request a duplicate diploma. Requests made by any other individual will not be honored.
- All outstanding financial obligations to the University **must be** resolved prior to requesting a duplicate diploma. Inquires about your student account can be emailed to [studentaccounts@carlow.edu](mailto:studentaccounts@carlow.edu).
- A new diploma will be processed using the current design, stock, paper and official signatures. Master and Bachelor diplomas are printed on 8.5 x 11inch paper. Doctorate diplomas are printed on 11x14 inch paper.
- Allow six to eight weeks for delivery. We appreciate your patience.
- The diploma will be mailed regular, first-class mail with delivery confirmation.
- The charge for a new diploma is \$25.00. A check or money order must be made payable to **Carlow University** and mailed to the address below. You can email the form and indicate in the email that you are mailing the check separately. To pay with a credit card, please contact the Office of Student Accounts at 412-578-6389.

***Submit completed form via email, mail, or fax to:***

Email: Registrar@carlow.edu

Carlow University  
Office of the Registrar  
3333 Fifth Avenue  
Pittsburgh, PA 15213

Fax: 412-578-6655