

# Replacement & Display Diploma Request Form

**PART I:**

First Name	Last Name	MI	Student ID Number
Name while enrolled/former/name(s)			Birth date
Current Address		City	State      Zip
Phone Number		Email Address	

**PART II:** (Check from the following options – requests received after 3pm MST will be processed the next business day) **Rates apply per diploma**

Replacement Diploma 8"x10"	Display Diploma 14"x16"	Additional Options
<input type="checkbox"/> Mail out as soon as possible <b>(\$35.00)</b> <input type="checkbox"/> Hold for pick up <b>(\$35.00)</b> <i>Available in 7 business days at CU Annex</i>	<input type="checkbox"/> Mail (USPS) <b>(\$70.00)</b> <input type="checkbox"/> Hold for pick up <b>(\$70.00)</b> <i>Available in 6 to 8 weeks</i>	<input type="checkbox"/> Name and Record Update Request form attached <input type="checkbox"/> Hold to print display diploma for pending graduation: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall

**PART III: DIPLOMA INFORMATION**

**Print** your name **clearly** including all special characters/accents

Date Awarded (mm/dd/yyyy)      Degree      Number of Copies

★Your name must match the name which is in the CU Denver Student Information System.  
 ★To update your name, please attach a Name and Record Update form. Your Diploma request will not be processed until your Name is updated

**PART IV: DELIVERY INFORMATION**

To/Attention

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Address      City      State      Zip

**PART V: STUDENT AUTHORIZATION** (You must fax, mail or drop off this form)

Student Signature      Date

**PART VI: PAYMENT INFORMATION**    Cash (pay at Service Center Only)    Check (attach)    Money Order (attach) or

Credit Card:    Visa    Mastercard    Discover    American Express

Name on Card

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Credit Card Number      Expiration Date

**Important Notes:** (1) Diplomas cannot be processed if you have an outstanding financial obligation to the university or your information is incomplete or illegible, or this form is not signed. (2) This form is not to order your original diploma – please apply for graduation online. (3) Cash payments must be paid at the Student Service Center/Bursar's Office in the North Classroom, 1003. (4) All replacement or display diplomas will have only the current CU System President and current University Registrar's signatures. (5) For apostille, contact the Office of the Registrar for more information.

**OFFICE USE ONLY**

<b><u>Speed Type</u></b> 62920942	<b><u>Account</u></b> 325100	<b><u>Fund</u></b> 29	<b><u>Org</u></b> 30041	<b><u>Program</u></b> 21857	<b><u>TOTAL AMT \$</u></b>
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