

# Duplicate Diploma Request Form

**Notes for Students:**

1. Orders will not be processed if there are financial holds (including parking fines) on your student account
2. Diplomas are printed using the student name recorded in the university database – if you wish to have your diploma printed in another name you must change your name in the university database first. Contact Campus411 for instructions
3. Diploma orders will be processed and dispatched by USPS First Class Mail within approximately 2 weeks of receipt
4. If you wish for your diploma to be sent by courier or express mail, contact Campus411 for instructions **before** submitting this form
5. Diplomas for degrees awarded prior to 1990 may take up to 3 weeks to process
6. The duplicate diploma fee must be paid online via ShopNet at: <https://campusnet.csuohio.edu/ShopNet>. This request form must then be submitted via fax at 216-687-5501 or by email to [graduation@csuohio.edu](mailto:graduation@csuohio.edu).

**Part A: Student Information**

<b>Full Name:</b> <small>(see note 2 above)</small>		<b>CSU ID:</b>
<b>Name at time of graduation:</b> <small>(if different from above)</small>		<b>SSN:</b> <small>(please provide SSN if CSU ID# is not known)</small>
<b>Phone Number (Required):</b>	<b>Email Address:</b>	

**Part B: Degree Information**

Degree Received	Graduation Date		Number of Copies (\$20 per copy)
	Semester	Year	

**Part C: Delivery Information**

Please MAIL the diploma to:

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

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

**Part D: Student Signature**

**Student Signature (required):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office of the University Registrar Processing**

Date Received: \_\_\_\_\_ Staff Member (initial) \_\_\_\_\_ Payment Included (Y/N) \_\_\_\_\_

Degree: \_\_\_\_\_ Completion Term: \_\_\_\_\_ College: \_\_\_\_\_ Level of Honors: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Staff Member (initial) \_\_\_\_\_