

Duplicate Diploma Request Form

Notes for Students:

1. Diplomas are printed using the student's legal 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.
2. Diploma orders will be processed and dispatched by USPS First Class Mail within approximately 2 weeks of receipt.
3. If you wish for your diploma to be sent by FedEx express mail, contact Campus411 for instructions **before** submitting this form. Submission of a FedEx label does not guarantee same day mailing.
4. Diplomas for degrees awarded prior to 1990 may take up to 3 weeks to process.
5. Notarization & Digital Requests - If you need a replacement copy of your diploma notarized, please indicate your request on the Duplicate Diploma Request Form. We do not provide digital copies or pdfs of diplomas.
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.

Part A: Student Information

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

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:			Does the diploma need to be notarized?
Address:			Yes
City:	State:	Zip:	No

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) _____	