



# INDIANA UNIVERSITY EAST

## Duplicate / Replacement Diploma Request Form for "EAST" Campus

The IU **East** Office of the Registrar will process duplicate / replacement diploma requests for degrees awarded at the IU **East** campus (**Richmond, IN**). Contact the Office of the Registrar at the Indiana University campus that awarded your degree for their procedures and cost of ordering a duplicate diploma. Your name will appear on the diploma in the same format as it is stored in the Office of the Registrar records. Students whose names require editing or have been legally changed should file a "Request for Change of Name" form. Legal documentation, such as a copy of a social security card, driver's license, marriage certificate, or official court document, must be provided to support the name change.

### Student Information:

Name (as it appeared on original diploma) \_\_\_\_\_

Student Ten-Digit ID Number/ or SSN \_\_\_\_\_ DOB \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Degree \_\_\_\_\_ School \_\_\_\_\_

Degree Date \_\_\_\_\_ Campus **EAST CAMPUS - RICHMOND**

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

### Mail duplicate / replace diploma to:

Graduate \_\_\_\_\_

Street \_\_\_\_\_

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

Graduate's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ My check or money order (payable to Indiana University **East**) is enclosed (\$35 fee – subject to change)

\_\_\_\_\_ I want to pay by credit card: \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**\$35.00 per duplicate/replacement diploma must accompany all requests.** (Fee subject to change.)

**Mail to:**  
 Office of the Registrar  
 Indiana University **East**  
 Whitewater Hall, Rm. 116  
 2325 Chester Blvd.  
 Richmond, IN 47374

**Visit us at:**  
 Office of the Registrar  
 Indiana University **East**  
 Whitewater Hall, Rm. 116  
 2325 Chester Blvd.  
 Richmond, IN 47374  
 Phone: (765) 973-8292  
 Fax: (765) 973-8288

**Request may be faxed to (765) 973-8288 – be sure to include credit card payment information.  
 You may pay fee via phone by calling the Bursar's Office at (765) 973-8345**