



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 _____

Fee Payment Options:

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

_____ I want to pay by credit card. **If you want to pay by credit card, then you will need visit the Bursar's Office (Whitewater Hall, Rm. 102) or call them at (765) 973-8345 and provide them with that information over the phone.**

\$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