



# University of Maryland University College

## Instructions for Ordering a Replacement or Duplicate Diploma

### Replacement/duplicate diploma fee is \$50 per document requested.

- Checks or money orders should be made payable to University of Maryland University College and mailed along with the form to the address listed on the request form.
- For credit card payments, please call (800) 888-8682; select option 1 and then option 1 again.
  - UMUC accepts Visa, MasterCard, American Express, Discover Card, and e-check.
  - Payment for your replacement document should only be made after you receive e-mail confirmation from Graduation Certification.

### Requests for duplicate diplomas are normally processed as soon as payment is received.

- Diplomas/certificates are mailed to the address specified on the form.
- Please allow two to three weeks for processing and mailing once the order form and payment are received.

### To request a replacement diploma/certificate, you must return the original document (if available) to UMUC at the mailing address listed below.

- If the original diploma/certificate is not available for return, the order form must be notarized in the section “**Notary Signature.**”

**NOTE:** A replacement/duplicate diploma will not be released if you have financial obligations to UMUC. The replacement/duplicate document will include the most recent administrative signatures (UMUC President, USM Chancellor, Dean, etc.). These signatures may differ from your original based on the issuing date, but should still be deemed as official.

Send or bring the completed order form to the appropriate address below.

### Addresses

- Via mail: Graduation Certification, 3501 University Boulevard East, Adelphi, MD 20783
- Via e-mail (scanned copy): [graduationserv@umuc.edu](mailto:graduationserv@umuc.edu)
- In person: Largo Student Services, 1616 McCormick Drive, Largo, MD 20774

### Reminders

- All requests must be written legibly or typed and require a signature.
- Requests that are not legible will not be processed and will be returned for resubmission.
- If you are requesting diplomas or certificates for more than one program completed at UMUC, you must complete a separate form for each program.
- You must ensure that your e-mail address is correct and legible on the order form. We will send all communications related to your request to the e-mail address you provide on the form.

**UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE**  
Graduation Certification, 3501 University Boulevard East, Adelphi, MD 20783  
Phone: 240-684-2299 or 800-888-UMUC, ext. 2-2299 Fax: 240-684-2008  
E-mail:graduationserv@umuc.edu

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**REPLACEMENT/DUPLICATE DIPLOMA ORDER FORM**

PLEASE PRINT LEGIBLY

**\*Required Fields**

\*First and last name \_\_\_\_\_

\*Student I.D. number or last four digits of SSN \_\_\_\_\_

\*Address

\_\_\_\_\_  
\*Street number (and apt. #, if any)                      \*City                      \*State                      \*Zip                      Country (if not U.S)

E-mail address \_\_\_\_\_

Telephone: Daytime (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

\*Date of birth \_\_\_\_\_  
   MM      DD      YYYY

\*Type of degree                                      Program of study \_\_\_\_\_

\*Division

\*Number of documents requested \_\_\_\_\_

\_\_\_\_\_  
\*Requestor Signature

\_\_\_\_\_  
\*Date (MM/DD/YYYY)

***Please return original diploma with this form. If original is not available, this form must be notarized (below).***

\*State reason for request for a replacement/duplicate diploma: \_\_\_\_\_  
(e.g., lost, damaged, destroyed)

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)