



Office of the Registrar

# ADDITIONAL/REPLACEMENT DIPLOMA REQUEST FORM

*The fee for additional and/or replacement diploma prints is \$50.00.*

### Personal Information

Last: \_\_\_\_\_ Middle: \_\_\_\_\_ First: \_\_\_\_\_

Last name when Degree earned (if different): \_\_\_\_\_

Date of birth: \_\_\_\_\_ NetID (if known) \_\_\_\_\_

### Contact Information

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

### Diploma Request Details

Name as you wish for it to appear on the diploma: \_\_\_\_\_

Name of Degree: \_\_\_\_\_ Degree date: \_\_\_\_\_

Mail diploma to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special instructions: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*A replacement diploma will bear the look of Creighton's current diploma and current officials' signatures.*

#### Payment options:

1. Mail a check, made out to Creighton University, to the address below, OR
2. Contact the Business Office at 402.280.2707 and make payment over the phone (please tell them you're paying for a replacement diploma), then email [registrar@creighton.edu](mailto:registrar@creighton.edu) and attach the form and the payment receipt.

**Creighton University  
Office of the Registrar  
2500 California Plaza – Omaha, NE 68178**

Questions may be directed to the office at 402-280-2702 or [registrar@creighton.edu](mailto:registrar@creighton.edu)

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