



northern *State* university

REQUEST FOR A DUPLICATE DIPLOMA

MAIL REQUEST TO:
NORTHERN STATE UNIVERSITY
Registrar's Office
1200 S Jay Street
Aberdeen, SD 57401
OR FAX TO: (605) 626-2587

Student Information - Please Print

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Maiden/Other Name(s)</i>	
<i>Street/PO Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Home Phone</i>		<i>Work Phone</i>	<i>Cell Phone</i>	
<i>Student ID or SSN</i>	<i>DOB</i>	<i>email address (if we need to contact you, we will try email first)</i>		

Diploma Information

Name on diploma: _____

***NOTE: The name on your records at NSU should be your current legal name. If the name you want on your diploma does not match your records at NSU, please also submit legal documentation (i.e. marriage license/certificate, divorce decree, court order) to have your name changed on your records.*

Degree(s): _____

Honors (if known): _____

Date of graduation (approximate): _____

Do you need a new diploma cover? Yes No

Send Diploma To:

Name: _____

Address: _____

City, State, Zip: _____

STUDENT SIGNATURE

This request requires your signature. You must print this form and sign it. You may mail or fax it to the address above.

Signature: _____

Payment Information

Duplicate diplomas are \$10.00 each, sent by mail only. You may have a duplicate diploma faxed prior to mailing for an additional \$2.00 fee (\$12.00 total), but a faxed diploma will not be considered official. There is an additional \$10 fee if you would also like a diploma cover. Payment by cash, check or credit card must be included with this request. Please make checks payable to NSU. Your request will be returned to you if proper payment is not included.

** If using a credit card for payment, please provide the following information (this portion will be shredded once your card is processed):*

Check one: MasterCard VISA Discover American Express

Card Number _____ - _____ - _____ - _____ Expiration Date _____ Security Code _____

Card Holder Name/Address _____

*** Please note: NSU cannot accept credit card information by email.*