



# REQUEST FOR A DUPLICATE DIPLOMA

Please send this request to:  
Indiana University South Bend  
Office of the Registrar  
1700 Mishawaka Avenue PO Box 7111  
South Bend, IN 46634-7111  
Phone: (574) 520-4451

FOR OFFICE USE ONLY:	
SI:	_____
UID:	_____
BURSAR:	

*Note: Any student whose university account is encumbered at the time of processing will not be issued a duplicate diploma. Should our office encounter any processing problems, your request and payment will be returned.*

Fees for duplicate diploma requests are non-refundable. I hereby request the South Bend Campus Registrar's Office to order a duplicate diploma. I understand the charge for a remake is \$35.00 and will make payment to the Bursar immediately.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

*DEGREE DATA:*

\_\_\_\_\_  
**Print name as it should appear on the diploma**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**Print name as of last attendance at IU South Bend**

\_\_\_\_\_  
**ID# or Last Four Digits of SS#**

\_\_\_ Call when received/will pick up

\_\_\_ Mail with next bulk mailing

\_\_\_\_\_  
**Degree & School**

\_\_\_\_\_  
**Date Degree Granted**

Address \_\_\_\_\_  
**Street City State Zip**

Home Phone/Cell Phone \_\_\_\_\_

**Please Note: Effective 4/29/16 IU Treasury policy states that credit/debit cards can no longer be accepted for payment.**

**Please Select Method of Payment:** \_\_\_ Check or Money Order (*Payable to Indiana University*) \_\_\_ Cash