

# Office of the University Registrar - Diploma Reorder Request

Please fill in the blanks below, print the form, sign it, and deliver or mail it to Office of the University Registrar, G-3 Thackeray Hall, University of Pittsburgh, Pittsburgh, PA 15260

Student's Name: \_\_\_\_\_

Name while attending, (if different from above):  
\_\_\_\_\_

Degree To Be Duplicated: \_\_\_\_\_ Other: \_\_\_\_\_

Date degree awarded: \_\_\_\_\_ Number of Copies: \_\_\_\_\_ Social Security: XXX-XX-\_\_\_\_

Academic Center awarding degree (e.g., Nursing, Education, UAS, etc.):  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address of Student:

Street:  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Phone # \_\_\_\_\_

Address to mail diploma (if different from above):

Street:  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Amount of check or money order enclosed, payable to University of Pittsburgh: \_\_\_\_\_

Fees:	Standard 8.5 X 11 Diploma - available to all graduates, including professionals, excluding Honors College	\$25 each
	12 X 16 Diploma available <u>only</u> for these degrees (JD, MD, DMD, MDS, BSPHR, PharmD, MBA, PhD and EdD)	\$50 each
	Honors College 14 X 17 diploma, no other sizes available	\$50 each

Diplomas will be in the current style and font and bear the signatures of the current administrators. Approximate delivery time is 4 weeks.

YOUR REQUEST MUST BE SIGNED, OTHERWISE IT WILL BE RETURNED TO YOU.

Updated 10/27/14