Diploma Replacement Request

BUSINESS OFFICE USE ONLY	
DUPLICATE DIPLOMA CHARGES	MAILING TOTAL
____ @ $30ea.= _____	_____ DIPM
= DIPR	

1) Diplomas will be issued under the name The University of Texas at El Paso regardless of graduation date.

2) The name as it appears on the official university record will be used for your diploma. Please ensure the name we have on record is correct. If you are unsure of what is on record, you may submit a Personal Information Change Form with two forms of identification (one must be a picture ID) to update your name in our system.

3) Please allow 6 - 8 weeks for delivery.

4) Your request will not be processed without a clear copy of a valid picture ID. We will use this copy to verify your signature.

TYPE or PRINT all information in blue or black ink

UTEP ID 8 _____ **DOB** __ / __ / __

FIRST NAME

MIDDLE NAME

LAST NAME

Other Last Name That May Appear on Records:

1

COPY OF PICTURE ID HERE

SIGN HERE ☒ _____

QTY.	TYPE	YEAR	SEMESTER SPR	SUM	FALL
____	BACHELOR'S				
____	MASTER'S				
____	DOCTORAL				

DIPLOMA FEE **$30.00 ea.**

RESET FORM

MAILING FEES

☐	USPS First-class mail®	*FREE*
☐	UPS Next-day AIR (in USA)	$30.00 (EXPRESS ONLY)
☐	UPS (Outside USA)	$50.00

UTEP cannot be liable for deliveries outside the USA.
Express proccessing includes diploma and mailing fees ($60).
All deliveries outside the USA must be sent UPS ($50).

CHECK ONE

☐ **PICK UP IN MLASB 107**
☐ **PLEASE MAIL TO:**

_____

_____

_____

NOTIFY ME BY: Please provide contact information in case of questions about your order and for us to notify you when your diploma is available for pick up or mailed.

PHONE *(REQUIRED)* _____

EMAIL *(REQUIRED)* _____

CHECK OR MONEY ORDER PAYABLE TO: **UTEP**

ADDRESS
University of Texas at El Paso
ATTN: Registration and Records-MLASB 107
500 West University Avenue
El Paso TX 79968

EMAIL graduation@utep.edu