



<b>For Office Use:</b> Date Received _____ Cash ____ Check # _____ MO # _____ Receipt # _____ Date Mailed _____
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Office of the Registrar and Student Records: 3007 N. Ben Wilson, Room 129, Victoria, Texas 77901  
Phone: 361-570-4368; Fax 361-580-5545; [graduation@uhv.edu](mailto:graduation@uhv.edu)

### REQUEST FOR ADDITIONAL OR REPLACEMENT DIPLOMA

Requests for additional or replacement diplomas will be processed only upon receipt of this request form and replacement fee of \$30.

Original signatures (UH System Chancellor, UH System Board of Regents Chair, UHV President and UHV Provost) will be reflected if available. If not available, current signatures will be used.

The reverse side of the diplomas will be stamped with the current Registrar’s signature, date, and the following words: “THIS IS A REPLACEMENT/ADDITIONAL DIPLOMA. THE ORIGINAL WAS ISSUED ON \_\_\_\_\_(Date)\_\_\_.”

The cost for each additional or replacement diploma is \$30 each.

Acceptable forms of payment are cash, cashier’s check, check, and money orders. If submitting payment by check, please allow 15 business days for processing. **Checks and money orders must be made payable to UH-Victoria.**

NOTE: The current diploma size is 11” x 14”

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**Please complete the information below and return with fee to:**

Office of the Registrar and Student Records, 3007 N. Ben Wilson, Room 129, Victoria, Texas 77901

UHV Student ID# or Date of Birth: \_\_\_\_\_

**Please print name exactly as it should appear on diploma:**

Name: \_\_\_\_\_

Semester/Year Graduated: \_\_\_\_\_

Degree/Major: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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