



**For Office Use:**

Date Received \_\_\_\_\_  
Cash  Check # \_\_\_\_\_ MO # \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date Mailed \_\_\_\_\_

**University of Houston-Victoria**

Office of the Registrar and Student Records: 3007 N. Ben Wilson, Room 122, Victoria, Texas 77901  
Phone: 361-570-4368; Fax 361-580-5545

**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. **Checks and money orders must be made payable to UH-Victoria.** If submitting payment by check, please allow 15 business days for processing. NOTE: The current diploma size is 11" x 14"

Please complete the information below and return with fee to:

Office of the Registrar and Student Records, 3007 N. Ben Wilson, Room 122, Victoria, Texas 77901

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

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

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

Semester and Year Graduated: \_\_\_\_\_ Degree \_\_\_\_\_

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Major: \_\_\_\_\_

Preferred daytime telephone number: \_\_\_\_\_

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

Address where you wish to have your diploma mailed:

APT # \_\_\_\_\_ Street: \_\_\_\_\_

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