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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 _____