



Office of the Registrar • 011 Ramsey Library CPO # 1555 • 828-350-4500

## REQUEST FOR REPLACEMENT DIPLOMA

Requests made by anyone other than the graduate will not be honored.

Full name at graduation: \_\_\_\_\_

Student ID number or last 4 digits of SSN: \_\_\_\_\_

Contact Information:

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Month/year of graduation: \_\_\_\_\_

Major/s: \_\_\_\_\_

Do you want your major listed on your diploma?  No  Yes (if more than one, both will be listed)

Number of replacement diplomas requested? \_\_\_\_\_ (\$20 per copy)

Will you pick up the diploma when it arrives, or should it be mailed?  Pick up  Mail

Address to which the diploma should be mailed, if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special instructions?

Graduate's signature \_\_\_\_\_

Date \_\_\_\_\_

Please mail this completed form and check or money order made payable to UNC Asheville to:

Office of the Registrar

UNC Asheville

One University Heights

011 Ramsey Library, CPO 1555

Asheville, NC 28804