

The University of Texas Health Science Center at Houston
Request for Duplicate Diploma

Note: Cash and credit card payments are not accepted

If you would like to purchase a duplicate diploma or certificate, please complete this form and return with your check or money order, payable to UTHSC at the following address:

Office of the Registrar
P.O.Box 20036
Houston, Texas 77225

\$15.00 each, if ordered prior to Graduation
\$55.00 each, if ordered after Graduation
\$25.00 each for Dental Postgraduate certificate. If ordering with a diploma, this fee must be paid by separate check or money order.

Number of Duplicate Diplomas Requested _____

NAME (please PRINT your name exactly as it should appear on your duplicate diploma):

FIRST

MIDDLE

LAST

(If name requested on the duplicate diploma is different from the way we have your name in our system, you must provide us with proper documentation (court order, marriage license, etc. for this name change.)

Signature _____

SID or SSN: _____

Phone: _____

Delivery Instructions:

- ___ Call for pick-up (we will call you at the telephone listed above)
- ___ Mail to the address provided below

Address: _____

Select the Degree Earned:

Date of Graduation:

DENT.....Cert (\$25.00) BS MS DDS
GSBS..... MS PhD
MED..... MS MD
NURS..... Cert BSN MSN DNP DSN
SHIS..... MS PhD
SPH..... MPH DPH MS PhD

(mm/yyyy)

OTHER _____

- Please allow approximately 8-12 weeks for processing.
- The word "Duplicate" will be printed in small letters, in black ink, on the bottom of the diploma.
- The signatures of UT officials on replacement diplomas may not be the same as those that appeared on your original diploma. The signatures will be of those who are currently in these positions.

