



# Replacement Diploma Request

*Note: An official transcript is usually sufficient to prove degree completion in the United States. If you are planning to work overseas you will likely need a diploma or copy for the apostille process.*

## Personal Information

Current Name: \_\_\_\_\_  
Former Name(s), if applicable: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
UPSID (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

*Diplomas are issued for the name under which you attended Puget Sound, unless otherwise requested. If you are requesting a new name on your replacement diploma, please provide a copy of your driver's license or court ordered name change for documentation.*

New Diploma Name (if applicable):

\_\_\_\_\_

First	Middle	Last	Suffix
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## Mailing Information

Street Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Country (if not USA): \_\_\_\_\_

## Payment Information

Replacement diplomas cost \$50 and are processed upon receipt of payment. Please select an option:

I am mailing a check.

*Make checks payable to University of Puget Sound.*

Check Number: \_\_\_\_\_

*Mail to:*

Office of the Registrar  
1500 N Warner St, CMB 1034  
Tacoma, WA 98416-1034

Please charge my credit card:

Full Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code (on back of card): \_\_\_\_\_

## Authorization

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For questions about replacement diplomas, please contact Melanie Sullivan in the Office of the Registrar at (253) 879-2595 or registrar@pugetsound.edu.*