



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 Krista M. Johnson in the Office of the Registrar at (253) 879-2595 or registrar@pugetsound.edu.