



Replacement Diploma Request Form

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.

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

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: _____

If you are paying with a credit/debit card this form can be returned by email to registrar@pugetsound.edu. If you are paying by check mail this form to 1500 N. Warner St CMB 1034, Tacoma WA 98416-1034.