

# UtahState UNIVERSITY DIPLOMA REPLACEMENT ORDER FORM

Instructions: Complete this form with all the applicable information. Sign and return the form along with the appropriate fee to the Registrar's Office, TSC 246. The diploma should be mailed to you within **2-3 business days** after receipt of the form. If you choose to pick up your diploma at the Registrar's Office, you will be notified via email when it is ready to be picked up. Please note: We do not accept credit card payments over the phone. Call (435) 797-1116 for further assistance.

\*For USU Eastern (formerly College of Eastern Utah) complete this form with all applicable information. Sign and return the form along with the appropriate fee to the One Stop Office. The diploma should be mailed to you within **3-5 business days** after the receipt of the form. If you choose to pick up your diploma at the One Stop Office, you will be notified via email when it is ready to be picked up.

Mail: Mail in the completed form and payment, cash or check, to the Registrar's Office (1600 Old Main Hill Logan, UT 84322). The diploma will be mailed out to you within **2-3 business days** after receiving the form.

\*For USU Eastern (formerly College of Eastern Utah) mail in the completed form and payment, cash or check, to the One Stop Office (451 E 400 N Price, UT 84501). The diploma will be mailed out to you within **3-5 business days** after receiving the form.

Email: Please note: You must have access to the online payment system (TouchNet) which requires you to know your A# and password. That is the only way to pay the replacement fee that will be posted to your student account. Email the completed form to [records@usu.edu](mailto:records@usu.edu). Once we have received the replacement form, the appropriate fee will be posted to your account and you will be notified that it is ready to be paid. After paying the fee, please respond to that email to notify the Registrar's Office and your diploma will be mailed out promptly.

\*For USU Eastern (formerly College of Eastern Utah) email the completed form to [usueastern@usu.edu](mailto:usueastern@usu.edu). You must contact the cashier at (435) 613-5444 to pay by phone. After paying the fee, please respond to that email to notify the One Stop Office and your diploma will be mailed out within **3-5 business days** after receiving the payment.

| Diploma Type   | Cost Per Diploma | Quantity   | Total |
|--|------------------|--|-------|
| Undergraduate <ul style="list-style-type: none"> <li><input type="radio"/> Bachelor of Science</li> <li><input type="radio"/> Bachelor of Arts</li> <li><input type="radio"/> Associates</li> <li><input type="radio"/> Certificate</li> </ul> | \$10.00          |  |       |
| Graduate <ul style="list-style-type: none"> <li><input type="radio"/> Masters</li> <li><input type="radio"/> PhD</li> </ul>  | \$15.00          |  |       |
| Student ID# or Birthdate   | Graduation Year  | Graduation Term  |       |
| Email Address  | Phone Number     | Major & Degree   |       |
| Name While Attending   |                  | Name As You Would Like It To Appear  |       |
| Mailing Address  |                  | <input type="radio"/> Please mail me the diploma<br><input type="radio"/> I will pick up the diploma in person |       |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_