

DIPLOMA REPLACEMENT REQUEST

Full Name	Date of Birth: (mm/dd/yy)	UOG ID No:
Mailing Address:		
Phone Number(s):	Email Address:	
Degree Earned:	Semester/ Year Earned:	
Major/ Program:		
If you would like your replacement diploma to reflect a name different from the one used at the time of your graduation, please provide appropriate supporting documentation. For name changes due to marriage, a copy of the marriage certificate is required. For name changes resulting from a court order, please submit official court documentation verifying the change. I wish to have my name appear on my diploma as follows: (Please print): _____		
DELIVERY: ☐ Self Pick Up ☐ May release to (authorized individual): Name: _____ ☐ To be mailed (additional fees apply) _____ _____	FEES: ☐ Diploma Replacement Fee - \$150 (non-refundable) ☐ Mailing Fee (US Mainland & Outer Islands) ☐ International <i>Postal rates vary according to destination. Please contact UOG Post Office at (671) 735-2928</i>	
IMPORTANT: Diplomas will be released only after all fees are paid in full and the request has been approved.		
PROCESSING AND ACKNOWLEDGEMENT: - Please allow 4-6 weeks for processing. If completed sooner, we will notify you. - Processing time does not include postal delivery time. - Replacement diplomas will reflect the name on record, unless an approved name change is on file. - Fees are non-refundable once processing has begun. ☐ I acknowledge that I have reviewed and understand the delivery options, fees, and processing time outlined above. _____ Student's Signature _____ Date		
OFFICIAL USE ONLY		
Amount Received: _____ Receipt No.: _____ Initials: _____ Date: _____		