



**University of Louisiana at Lafayette
Office of the University Registrar**

Duplicate Diploma Request Form

This form is used to request a duplicate diploma(s) received at the University of Louisiana at Lafayette, University of Southwestern Louisiana, Southwestern Louisiana Industrial Institute, or Southwestern Louisiana Institute of Liberal and Technical Learning. The duplicate diploma will be like the one you originally received with the appropriate University name at the time of your graduation. It will take approximately eight to ten weeks for delivery. Diplomas are not mailed outside the country unless you make the proper arrangements with a carrier (i.e., UPS, FedEx, etc.). Please contact Kaye Choate at (337) 482-6295 if you wish to have the duplicate diploma mailed outside the continental United States.

Complete the form (please print clearly) and mail to the address below; also, include a copy of your current driver's license and check or money order payable to the University of Louisiana at Lafayette.

University of Louisiana at Lafayette
Office of the University Registrar
P.O. Box 41208
Lafayette, LA 70504

First Name:	Middle Name:
Last Name:	Maiden Name:
Date of Birth:	Daytime Phone Number:
Degree(s) Awarded (check each desired): <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate	
Major:	
Semester and Year Degree was Awarded (i.e., Spring 2006):	
Mailing Address (where duplicate diploma will be mailed)	
Street:	
City, State, and Zip:	
Email Address:	
How Many Copies Requested:	Total Amount Due (number of copies X \$17.00):
<i>Note: Copies provided will be standard paper copies on certificate paper. Laminated copies are not available for reorder.</i>	
Signature:	Date: