



## REPLACEMENT/DUPLICATE DIPLOMA REQUEST

Loyola University Chicago  
Registration and Records  
820 N. Michigan, Suite 504  
Chicago, Illinois 60611  
[www.luc.edu/regrec](http://www.luc.edu/regrec)

Name: \_\_\_\_\_ SSN #: \_\_\_\_\_  
(Print the name exactly as it should appear on diploma)

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

College/Division: \_\_\_\_\_

Degree Earned: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Diploma Disbursal:  
(Please check one)

\_\_\_\_ Student Pickup Water Tower Campus, Lewis Tower 504

\_\_\_\_ Mail To:

Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \* *There is a \$50, per copy, fee. We accept check or money order made payable to Loyola University Chicago.*
- \* *Alumni requesting a diploma with a name not on file must submit a formal change of name. Submit a signed request with copies of any legal documents, reflecting the name change, along with this form.*
- \* *Replacement/Duplicate diploma requests require 4-6 weeks for processing.*
- \* *Diploma will have signatures of current Dean and President.*