



DIPLOMA REQUEST

RRDIP

DUPLICATE OR REPLACEMENT

Loyola University Chicago, Registration and Records 820
N. Michigan STE 510 | Chicago, Illinois 60611
(ph) 312-915-7221 | (fax) 312-915-6452
diploma@luc.edu | www.luc.edu/regrec

Two Step Process. Use this form to place your order and use [Diploma Services](#) to pay for your diploma(s) and for mailing. (The signed form may be submitted electronically to diploma@luc.edu.)

Diploma Information

- Diplomas being replaced due to a **printing error** must be returned to Loyola University Chicago prior to the creation of the replacement diploma. There is no charge for a replacement diploma if the error was not the student's.
- **Name Changes.** If your requested name differs substantially from that on record, a notarized [Name Change Form](#) must be submitted. Forms are available at <https://www.luc.edu/regrec/aboutus/forms/>.
 - Diacritical (accent) marks may be used and should be entered in the Diploma Request form.
 - Punctuations, added or omitted, will be printed on the diploma as entered in the Diploma Request form.
 - For the full list of guidelines, see <https://www.luc.edu/regrec/graduation-diplomas/>
- **Processing Time** is approximately **6-8 weeks**. Diploma processing includes verification, creation, printing, and shipping.
- The signatures of the current Dean and President will appear on the diploma, unless previous signatures are on file.
- Diplomas needed for Apostille requests should **NOT** use this form. Please use the [Apostille Request Form](#) (<https://www.luc.edu/regrec/aboutus/forms/#Apostilles>).
- The diploma request cannot be processed for students with outstanding financial obligations to Loyola University Chicago. Questions regarding financial holds should be addresses to the Office of the Bursar (773.508.3180), or the Office placing the hold on the student's record

Payment Information

- Acceptable forms of payment include check, credit card, or money order.
- Make online payments at [Diploma Services](#) (www.luc.edu/regrec/payments).
 - Click on **Diploma Services > Diploma Replacement (Hard Copy) – Shipping Options > Add to Cart > Select Required Postage > Continue**. For privacy and security purposes, our office is unable to accept your credit card information over the phone, via fax, mail or personally from you.
 - The cost of producing a hard copy replacement diploma is **\$50.00, plus shipping**. If more than one original is required, please submit \$25.00 for each additional hard copy diploma. Diplomas ordered 5 or more years after the degree conferral date are considered replacement diplomas. Diplomas ordered less than 5 years after the degree conferral date are considered duplicate diplomas and will include the notation "Duplicate" in small letters in the lower right corner of the document.
 - The cost of producing a secured PDF version of the diploma is **\$18.00**.
- It is helpful, but not required, to provide a copy of the receipt along with the request form.
- If you are paying by check or money order, this form must accompany your payment. Orders are processed when payment is received.



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Name on Original Diploma: _____

Replacement Diploma Name (if different*): _____

*Print name exactly as it should appear on diploma; See Name Changes section if name differs from the original diploma

Phone: _____ E-mail Address: _____ Date of Birth: _____

LUC ID #: _____ College/Division: _____
(last 4 digits of your SS# if LUC ID# not available)

Degree Earned: _____ Date Conferred: _____

Reason for Request: _____

Order Details:

Item	Quantity	Cost	Total
Hard Copy Diploma		x \$50.00 + postage*	=
Additional Hard Copy Diploma		x \$25.00 each	=
PDF Diploma		x \$18.00	=

* View shipping options and make payments at [Diploma Services \(www.luc.edu/regrec/payments\)](http://www.luc.edu/regrec/payments).

Please check all that apply:

Notarized Name Change Form submitted or attached.

Email Secure PDF Diploma (pre-payment required)

Pickup at Water Tower Campus, Lewis Tower 510

Mail To (pre-payment required):

Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

I have pre-paid for the diploma(s) and the mailing service by using [Diploma Services](http://www.luc.edu/regrec/payments).

Order Number: _____

I have enclosed a check or money order to cover diploma production and mailing.

Signature: _____ Date: _____

Your signed (NOT TYPED) signature is required; Unsigned requests cannot be processed