



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
www.luc.edu/regrec

- There are two steps to this process. Use this form to place your order and use [Diploma Services](#) to pay for your diploma(s) and for mailing. (This form may be filled out online and submitted electronically.)
- The cost of producing a replacement diploma is **\$45.00, plus postage**. If more than one original is required, please submit \$25.00 for each additional diploma. Diplomas ordered 5 or more years after the degree awarding date are replacement diplomas.
- Using a credit card and your personal computer, make your payments at [Diploma Services](#) (www.luc.edu/regrec/payments). Click on **Diploma Replacement > Add to Cart > Select Required Postage > Continue**. For privacy and security purposes our office is unable to process credit card payments for you. Therefore, we are unable to accept your credit card information over the phone, via fax, postal mail or personally from you.
- If you are paying by check this form must accompany your payment. Orders are processed when payment is received.
- 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 http://www.luc.edu/regrec/Requests_and_Forms.shtml.
- Please allow approximately 14 business days for processing.
- The signatures of the current Dean and President will appear on the diploma, unless previous signatures are on file.

Name: _____ LUC ID #: _____
(Print name exactly as it should appear on diploma) (last 4 digits of your SS# if LU ID# not available)

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

College/Division: _____

Degree Earned: _____ Date Conferred: _____

Reason for Request: _____

Notarized Name Change Form submitted or attached.

Provide PDF Version (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](#). *This line must be checked so that we can verify payment. If left unchecked, your order cannot be placed.*

I have enclosed a check in the amount of _____ to cover diploma production and mailing. Please send my diploma using the _____ mailing service I selected. You may use [Diploma Services](#) to determine the total cost to be submitted.

Signature: _____ Date: _____