

Application Form for a Replacement Diploma

*(If paying by check or money order, this form must be notarized **OR** accompanied by a copy of the photo page of the graduate's passport. If paying online, you do not need to submit this form.)*

Complete this form and send it to:

Diploma Coordinator
Office of the University Secretary
University of Pennsylvania
1 College Hall, Room 211
Philadelphia, PA 19104-6303

E-mail: diplomas@pobox.upenn.edu

Name on Original Diploma: _____ Date of Request: _____

Name Requested on Replacement Diploma: _____

*If you are requesting a name on your diploma that differs **in any way** from the one that appeared on your original diploma, you must first submit name change paperwork to the Office of the University Registrar to update your student record. Name change instructions can be found here: <https://srfs.upenn.edu/student-records/update-data>. Please do not submit your request for a replacement diploma until you have confirmed with the Office of the University Registrar that your name has been updated in your student record.*

Degree Information:

School (e.g., Med, Vet, Wharton, etc.): _____

Degree (e.g., BA, MBA, etc.): _____ Graduation Month/Year: _____

Date of Birth: _____ 8-digit PennCard number (if known): _____

Shipping Address: _____

Shipping Address 2: _____

City: _____ State/Province: _____

Country: _____ Postal Code: _____

Email Address: _____ Phone: _____

If you know your PennKey, you can submit your payment online at: <https://onlinediplomarequest.apps.upenn.edu/>. If making your payment online, you do not need to submit this form.

Diploma Fee:

_____ \$100 for each replacement diploma (processing time is 8-10 weeks)

Expedited Handling Fee:

_____ \$50 (**per diploma**) to expedite the ordering process to 3-4 weeks (does not include shipping time)

Shipping Fee:

_____ FREE for First-Class U.S. Mail (not trackable)*

_____ ~~FREE for pick up on campus~~ (**this option is not currently available**)

_____ \$25 for express shipping to domestic and Canadian addresses

_____ \$45 for express shipping to European and Mexican addresses

_____ \$100 for express shipping to all other international addresses

*Purchasing express shipping is **strongly encouraged** if the diploma is being sent to an address outside the U.S.

Please check one:

TOTAL AMOUNT OF PAYMENT: _____

☐ Check ☐ Money Order

Checks and money orders should be made payable to: **Trustees of the University of Pennsylvania**

I hereby certify that the above statements are true. I understand that The University of Pennsylvania reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in case of fraud.

STUDENT SIGNATURE _____ DATE _____

NOTARY SIGNATURE _____ DATE _____

COMMISSION EXPIRATION _____