

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, no additional proof of identify is required.)*

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

Please note: We are unable to receive mail while working remotely. If you are making your payment online, you **do not** need to submit this form.

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://srf.s.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/>.

We are currently unable to accept payments by mail.

Diploma Fee:

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

Shipping Fee:

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

We are currently unable to offer any trackable express shipping options.

Please check one:

TOTAL AMOUNT OF PAYMENT: _____

If you are making your payment online, you do not need to submit this form. We are currently unable to accept payments by mail.

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.

GRADUATE SIGNATURE _____ DATE _____

NOTARY SIGNATURE _____ DATE _____

COMMISSION EXPIRATION _____

Revised January 2021