

Replacement Diploma Request Form

Diploma Order will take eight to ten weeks

Name on original diploma: _____

SMU ID: _____
 (Usually social security #) _____ Date of birth: _____

Degree: _____ Date Recd: _____ Honors: _____

School: Meadows Cox Dedman Engineering Law Perkins
 (Circle one)

Reason replacement diploma needed: (Lost, damaged, name change, additional diploma)

- Check here if change is for diploma name only.
- Check here if change is for diploma name **and** SMU academic record. **Name changes to Diploma and Academic Record requires a *notarized* copy of your corrected Social Security Card be included with your request.
- _____

Telephone number: _____ () _____

Hold for pick up: Yes No

Address to mail diploma to: _____

Signature: _____ Date: _____

E-mail address: _____

Fees: \$35.00 Bachelors (Reissued)
 \$45.00 Masters/Professional/Law (Reissued)
 \$45.00 Re-designated Major (Law or Theology)
 \$45.00 Major added to diploma

Payment must be either money order or check made payable to: Southern Methodist University or (SMU).

A third party must bring written authorization from you with picture ID to be able to pick up diploma in the Registrar's Office.

Mail request form with payment to:

Southern Methodist University
 University Registrar
 PO Box 750181
 Dallas, Texas 75275-0181