Replacement Diploma Request

- Please complete, sign and return this form to the University of St. Thomas Office of Student Data & Registrar
- There is a $20.00 fee for each replacement diploma request. We accept cash or check. We do not accept Credit Cards.
    - The Office of Student Data & Registrar will process the request once the payment is received
- Please make checks payable to the University of St. Thomas
- You may pick up your diploma at our office, or we will mail it to the address listed below
    - Please note: Diplomas are mailed in an oversized envelope with cardboard and they typically do not fit into the standard-size mailbox

Name to be printed on Diploma:	St. Thomas ID or SSN:
Email Address:	Phone Number:
Degree Received:	Date of Degree:
Quantity Ordered:	
☐ Hold for Pickup	
☐ Mail to the address below: Address Line 1: Address Line 2: Address Line 3: City/State/Zip:	
Signature:	Date:

Please return this form to the Office of Student Data & Registrar Located in MHC 126 or by email registrar@stthomas.edu

If you have any questions, please call us at 651-962-6700 or email us at registrar@stthomas.edu

Office Use Only

Payment Type: ☐ Check ☐ Cash

Payment Received: _____

Processed: _____