



INDIANA UNIVERSITY EAST

Duplicate / Replacement Diploma Request Form

The IU East Office of the Registrar will process duplicate / replacement diploma requests for degrees awarded at the IU East campus. Contact the Office of the Registrar at the Indiana University campus that awarded your degree for their procedures and cost of ordering a duplicate diploma. Your name will appear on the diploma in the same format as it is stored in the Office of the Registrar records. Students whose names require editing or have been legally changed should file a "Request for Change of Name" form. Legal documentation, such as a copy of a social security card, driver's license, marriage certificate, or official court document, must be provided to support the name change.

Student Information:

Name (as it appeared on original diploma) _____

Student Ten-Digit ID Number/ or SSN _____ DOB _____

Phone (_____) _____ E-Mail _____

Degree _____ School _____

Degree Date _____ Campus _____

Reason for Request: _____

Mail duplicate / replace diploma to:

Name _____

Street _____

City _____ State _____ Zip _____

Signature _____ Date _____

_____ My check or money order (payable to Indiana University East) is enclosed (\$30 fee – subject to change)

_____ I want to pay by credit card: _____ MasterCard _____ Visa _____ Discover

Card Number _____ Expiration Date _____

\$30.00 per duplicate/replacement diploma must accompany all requests. (Fee subject to change.)

Mail to:
Office of the Registrar
Indiana University East
Whitewater Hall, Rm. 116
2325 Chester Blvd.
Richmond, IN 47374

Visit us at:
Office of the Registrar
Indiana University East
Whitewater Hall, Rm. 116
2325 Chester Blvd.
Richmond, IN 47374
Phone: (765) 973-8292
Fax: (765) 973-8288

**Request may be faxed to (765) 973-8288 – be sure to include credit card payment information.
You may pay fee via phone by calling the Bursar's Office at (765) 973-8345**