**Duplicate Diploma Request Form**

This form is used to request a duplicate diploma(s) received at the *University of Louisiana at Lafayette, University of Southwestern Louisiana, Southwestern Louisiana Industrial Institute, or Southwestern Louisiana Institute of Liberal and Technical Learning*. The duplicate diploma will be like the one you originally received with the appropriate University name at the time of your graduation, but will not be laminated. It will take approximately six to eight weeks for delivery. Duplicate diplomas are not mailed outside the country unless you make the proper arrangements with a carrier (i.e., UPS, FedEx, etc.).

Please complete the following and either mail to the address above or drop off. If you have any questions, please contact Kaye Reaves at (337) 482-6295.

- **Duplicate Diploma Form (please print clearly)**
- **Copy of your current driver’s license**
- **Check or Money Order for $17.00 payable to the University of Louisiana at Lafayette**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Maiden Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Daytime Phone Number:</td>
</tr>
</tbody>
</table>

**Degree(s) Awarded (check each desired):**
- [ ] Associate
- [ ] Bachelor
- [ ] Master
- [ ] Doctorate

**Major:**

**Semester and Year Degree was Awarded (i.e., Spring 2006):**

**Mailing Address (where duplicate diploma will be mailed):**

<table>
<thead>
<tr>
<th>Street:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, and Zip:</td>
<td></td>
</tr>
</tbody>
</table>

**Email Address:**

**How Many Copies Requested:** | **Total Amount Due (number of copies X $17.00):**
- Copies provided will be standard paper copies on certificate paper
- Laminated copies are not available for reorder
- The name on the diploma WILL REFLECT your name at the time of Graduation

**Signature:** | **Date:**