



Marywood
UNIVERSITY

Lead On.

Office of the Registrar

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DUPLICATE DIPLOMA REQUEST

Conditions and Costs Related to Duplicate Diploma Requests:

- This form must be filled out completely.
- Marywood University will honor duplicate diploma requests only in the instance in which the student's original diploma has been **lost, stolen, or destroyed**.
- The cost for each duplicate diploma is **\$100.00**. Payment may be made by check, money order, or credit card.
- This request takes a minimum of six to eight weeks to process.

Personal Information

Full Name *(as it Appeared on your Original Diploma)*

Full Name At Present *(if different from above)*

Street Address City State Postal Code

() Home Phone () Mobile Phone

Date of graduation: _____ Degree Awarded: _____
Month Year

Reason for Request: Original Diploma **LOST** Original Diploma **DESTROYED** Original Diploma **STOLEN**

Signature *I authorize Marywood University to order a duplicate diploma as requested. The information provided on this form is accurate to the best of my knowledge.*

Signature Date

Payment Information Money Order Check Credit Card (MasterCard, Visa, or Discover)

Cardholder Signature 16-Digit Card Number Expiration Date (MM/YY) 3-Digit Security Code (from signature panel)

FOR OFFICE USE ONLY

Date Received Initials Check # (If applicable) Amount Received