

Diploma Reprint Request

Effective Date: 7/1/24

Submission Instructions

Please complete this form in its entirety and email, mail, or fax the form to the Student Records department as listed below.

The University of Arizona Global Campus, Attn: Student Records, 180 South Arizona Ave Suite #301 Chandler, AZ 85225.

◆ Tel: 866-974-5700 ◆ Fax: 888-481-7811 ◆ Email: Graduation.Information@uagc.edu

Thank you for your request for a replacement or duplicate diploma. The cost of a replacement or duplicate diploma is \$45.00 per diploma. If you are requesting a replacement or duplicate diploma for more than one degree and major, please fill out a separate form for each. **A replacement or duplicate diploma request will not be processed for any student who has an outstanding balance with UAGC.**

We can only process requests for degrees that have been conferred. Once you have received your initial diploma from the University, you are welcome to order additional copies. If we receive your request before your degree has been conferred, it will not be processed.

Note: Please review the accepted form formats: .PDF, Word (.DOC or .DOCX), Excel (.XLS or .XLSX), TIFF or .TIF, .JPG or .JPEG, Text (.TXT), Bitmap (.BMP), .HTML or .HTM. Submitting a form in any other format may require resubmission or result in a delay in processing.

Student Information

Last Name: _____ First Name: _____

Middle Name: _____ Student ID: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Name used when diploma was originally issued: _____

Degree awarded: _____ Date degree awarded: _____

Name as you wish it to appear on replacement or duplicate diploma: _____

☐ I understand the replacement or duplicate diploma will be reprinted as they were originally printed at the time of issuance. Students who previously received a diploma from Mount St. Clare College, The Franciscan University, The Franciscan University of the Prairies, or Ashford University, and order a replacement/duplicate diploma, will receive their diploma with the institution name of Ashford University.

Date: _____

The fee for a duplicate or replacement diploma is \$45 per diploma. Payment must be received prior to processing this request. You may make a payment by mail or you may contact payments@uagc.edu or call 866-974-5700 ext. 20066 to make a payment arrangement.

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Upon receipt of your request and confirmed payment, the processing time is approximately 6-8 weeks.