

Duplicate Diploma Request Form

For School of Law attendees only!

Requests can be made by mail, fax, or walk-in. Requests must include the requestor's name as it appears on the original diploma, current address, and email address. The replacement fee is \$50.00 per diploma payable by check or money order.

Qty.	Description	Fee	Amount Due
	Duplicate Diploma	\$50.00 each	\$

Method of Payment: Check or Money Order, payable to UDC (No Cash)

Name: _____

Student ID or SSN: _____ Date of Birth: _____

Email: _____ Day-time Phone: _____

Dates of Attendance: From _____ To _____ Entered with Class of: _____

PLEASE WRITE YOUR NAME EXACTLY AS IT APPEARS ON THE ORIGINAL DIPLOMA

FIRST	MIDDLE	LAST	SUFFIX

I request that the diploma be: Held for Pick up Mailed to the address below:

Name (Print) _____

No./Street _____ City/State/Zip _____

Signature _____ Date _____
(Required)

Submit Request and Payment To:
UDC David A. Clarke School of Law
Registrar's Office, Suite 212
4340 Connecticut Avenue NW
Washington, D.C. 20008
Fax: (202) 274-7292

Received Date: _____ Issued Date: _____ By: _____

Practice Law. Promote Justice. Change Lives.