



OFFICE OF THE REGISTRAR

Duplicate Diploma or Certificate Order Form

Please allow 4-6 weeks for delivery. All diplomas and certificates, regardless of the year of graduation, will read "University of North Texas" and will have current administrators' signatures.

If needed to be notarized, please indicate so below your signature. Having it notarized will increase the time for delivery.

Student ID: _____

Student Name: _____
Last First Middle

Mailing Address: _____
Street City State Zip

Email Address _____

Primary Phone: _____ Alternate Phone: _____

Name for Diploma: _____
Please print name EXACTLY as you wish it to appear on diploma.

Degree: _____ Major: _____

Honors: _____ Graduation Date: _____

Certificate: _____ Awarded Date: _____

All **Bachelor and Master diploma** reorders will be in 11 x 14 format. **Doctoral diplomas** will be in 14 x 17 format. **Certificates** will be in a 9 x 12 format

Please sign and date your request. _____

Student Signature (*handwritten signature required*) Date

If you have any questions, please call 940-565-2344, email us at registrar.transcripts@unt.edu or visit the Office of the Registrar, located in the Eagle Student Services Center, room 209.

Please submit your request to our office in person, or by mail, email, or fax:

University of North Texas

Email: Registrar.transcripts@unt.edu

Fax: 940-565-3878

Attn: Duplicate Diplomas

1155 Union Circle #311400

Denton, TX 76203-5017