



# OFFICE OF THE REGISTRAR

## Duplicate Diploma or Certificate Order Form

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Mailing Address: \_\_\_\_\_  
*Street City State Zip*

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Name to be Printed on Diploma: \_\_\_\_\_  
*List name **exactly** as it should appear on the diploma.*

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Honors: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Certificate: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

Does your document need to be notarized?    No    Yes

**Please allow 4-6 weeks for delivery. If notarization is requested, it will increase the time for delivery.**

*All diplomas and certificates, regardless of the year of graduation, will read "University of North Texas" and will have signatures from the current administration. Document sizes: Bachelor and Master diplomas (11x14); Doctoral diplomas (14x17); Certificates (9x12)*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

You may submit your request electronically via email, in person, or by mail. If you have any questions, please reach out to us using the contact information provided below.

Phone: 940-565-2344  
Fax: 940-565-4463  
Email: Registrar.Transcripts@unt.edu  
In Person: Eagle Student Services Center (1st Floor)

Mailing Address: UNT Registrar's Office  
Attn: Duplicate Diplomas  
1155 Union Circle #311400  
Denton, TX 76203-5017