



Registrar's Office
Enrollment Management



Duplicate Diploma Request Form

This form is used to request duplicate diploma(s) received at the University of Louisiana at Lafayette, University of Southwestern Louisiana, Southwestern Louisiana Industrial Institute, or Southwestern Louisiana Institute of Liberal and Technical Learning. The duplicate diploma will be an exact duplicate of the one you received. The University name will reflect the name of the University at the time of your graduation. It will take approximately eight to ten weeks for delivery. Diplomas are not mailed outside the country unless you make the proper arrangements with a carrier (i.e. UPS, FedEx). Please contact Claudia Orphe at (337) 482-6295 if you wish to have the duplicate diploma mailed outside the continental US.

First Name: _____ Middle Name: _____

Last Name: _____ Maiden Name: _____

Date of Birth: _____ Daytime Phone Number: _____

Degree Awarded: Associate Degree ___ Bachelor's Degree ___
Master's Degree ___ Doctorate Degree ___

Major: _____

Semester Degree Awarded (ie Spring 2006): _____

Mailing Address (where duplicate diploma will be mailed):

Street: _____

City: _____ State: _____ Zip: _____

How many copies requested: _____

Total amount due: (Number of copies X \$15.00) \$ _____

Signature: _____ Date: _____

Mail the completed request form, copy of current driver's license, and check or money order payable to University of Louisiana at Lafayette to:

University of Louisiana at Lafayette
Registrar's Office
Attn: Graduation Clerk
P.O. Box 41208
Lafayette, LA 70504