DUPLICATE DIPLOMA REQUEST FORM

A payment of $25 is assessed per Duplicate Diploma Request. Payment can be made in Student Central. All financial obligations must be met before request can be completed. Processing/shipping takes 4-6 weeks.

Name: ___________________________ DSI#: ___________________

Phone: ___________________________ Email: ______________________

Address: ______________________________________________________

City: _____________________________ State: _______ Zip: _________

Choose one: ☐ Mail my diploma to the address above.
             ☐ I will pick-it up (Fort Washington Campus only)

Additional Comments:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Student Signature: ___________________________ Date: ______________

Requests can be submitted in person or faxed to the Registrar’s Office.

Fax: 215-591-5749