

# University of Houston Clear Lake

## Duplicate Diploma Request Form

Submit to **Academic Records**: Fax: 281-283-2530 Address: 2700 Bay Area Blvd, Houston, Texas 77058 Phone: 281-283-2525

Or submit in person to the **Student Assistance Center (SAC)**, Room 1102 Student Services & Classroom Building.

### IMPORTANT: PLEASE PROVIDE COMPLETE INFORMATION FOR EACH ITEM

**Full name as printed on diploma:** To request a name other than the one on your UHCL record, one of the following must be attached with this form: Current Driver's License, State ID, Marriage License, Birth Certificate, Divorce Decree or Official Name Change Affidavit.

**Degree Received:** \_\_\_\_\_

**Example:** Bachelor of Science

**Major/Plan:** \_\_\_\_\_

**Example:** Accounting or Computer Engineering

**Date Degree Conferred:** \_\_\_\_\_

The fee for each duplicate diploma is \$25. A check or money order, payable to the University of Houston - Clear Lake, must accompany this form. Orders submitted without payment will not be processed until payment is made.

**Payment for \$25.00 (per duplicate diploma):**  Check  Money Order \_\_\_\_\_ # of copies

All duplicate diplomas are mailed via the United States Postal Service, usually within two to four weeks of the receipt of the request. All UHCL holds must be cleared before your diploma will be ordered.

**Provide mailing address below:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT SIGNATURE**

**DATE**

**STUDENT ID NUMBER**

**PHONE NUMBER**

*A copy of a photo ID must be attached to this form when submitted.*

*Forms submitted without a clear copy of a photo ID will not be processed.*

#### Records Office Use only

	<b>Initials:</b>	<b>Date:</b>
<b>Info verified:</b>	_____	_____
<b>Request entered:</b>	_____	_____
<b>Request submitted:</b>	_____	_____