

Replacement Diploma Request – DG8200C

DIPLOMA ORDER TAKES 3 – 4 WEEKS.

Name on Original Diploma: _____

SMU ID *or* Social Security Number: _____ Date of Birth: _____

Degree: _____ Date Rec'd: _____ Honors: _____

School: Cox Dedman Education Engineering Guildhall Law Meadows Perkins
(circle one)

Reason replacement diploma is needed (i.e. lost, damaged, name change, additional diploma):

- Check here if order is **for diploma name only.**
- Check here if order is **for diploma name and adding major to diploma.**

Name changes to your diploma require a notarized copy of your corrected Social Security Card be included with your request.

Telephone Number: _____ Email Address: _____

Hold for Pickup: Yes No

Mailing Address for Diploma: _____

Signature: _____ Date: _____

Fees:

- \$45.00 Bachelors (reissued)
- \$47.50 Masters/Professional/Law (reissued)
- \$25.00 Expedited Reorder

Credit Card Information:

Name on Card: _____
 Type of Card: VISA MasterCard
 Card Number: _____
 Expiration Date: _____

Make money order or check payable to: Southern Methodist University *or* SMU.

A third-party may pick up your diploma, with written authorization and photo ID, in the Student Records Office, Room 101, in the Laura Lee Blanton Building.

Mail request form with payment to: Southern Methodist University
University Registrar
P.O. Box 750181
Dallas, TX 75275-0181

If using credit card, you may fax to: 214.768.2507