Duplicate Diploma Request Form

Submit to Office of the Registrar: Fax: 281-283-2530 Address: 2700 Bay Area Blvd, Houston, Texas 77058 Email Address: registrar@uhcl.edu
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.

Office of the Registrar Use only

Initals: __________ Date: __________
Info verified: __________
Request entered: __________
Request submitted: __________