

University of Houston Clear Lake

Duplicate Diploma Request Form

Submit to **Office of the Registrar**: Fax: 281-226-7230 Address: 2700 Bay Area Blvd, Houston, Texas 77058 Email Address: registrar@uhcl.edu
Phone: 281-283-2525 Or submit in person to the **Student Enrollment Center (SEC)**, 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

	Initials:	Date:
Info verified:	_____	_____
Request entered:	_____	_____
Request submitted:	_____	_____