



**DUPLICATE DIPLOMA REQUEST**  
*Office of the University Registrar*

Fairfield ID or SSN: \_\_\_\_\_

Date: \_\_\_\_\_

Current Name: \_\_\_\_\_  
(Last) (First) (Middle)

Maiden or Former Name(s): \_\_\_\_\_

Name as it appeared on your diploma: \_\_\_\_\_

**Current Mailing Address:**

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Nation (if other than USA): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Would you like to update your address in our records?  Yes  No

Degree Type:  BA  BS  MA  MBA  MS  MSN  CAS/6th-Yr  DNP

Date of Graduation: \_\_\_\_\_  
(Month) (Year)

Student Signature: \_\_\_\_\_

Delivery Option:  Standard Mail (\$25)  Expedited FedEx Delivery (\$45)

*Checks may be made payable to Fairfield University.  
To pay by credit card, please visit [fairfield.edu/duplicatediploma](http://fairfield.edu/duplicatediploma).*

*Requests must be initiated by the alumnus. A third party may not reorder diplomas.  
Orders are usually fulfilled within 1 to 2 weeks.*

*Please note that all replacement diplomas are 11" x 8.5" in size and have a gold seal. Duplicate diplomas will be certified with the signatures of the current University President and Dean.*

**For Office Use Only**

ID: \_\_\_\_\_ Program: \_\_\_\_\_ Date: \_\_\_\_\_ Honors: \_\_\_\_\_ Mailed: \_\_\_\_\_