



Diploma Replacement Request

***All requests will be mailed 6-8 weeks from the date of receipt by this office.**

Instructions: Complete the form, include a cashiers check or money order and submit the form to the Office of Records and Registration or via USPS at the address above. Make fee payable to Coppin State University.

- ☐ Undergraduate Diploma - \$50 per diploma requested - #copies ____
- ☐ Graduate Diploma - \$50 per diploma requested - #copies ____
- ☐ Doctorate Diploma - \$50 per diploma requested - #copies ____
- ☐ ALL DOUBLE MAJORS - \$50 per diploma - #copies ____

Student Information: *Indicate name used at time of graduation. Please print legibly*

Name: _____ ID# OR SSN (last four): _____
Last First

Mailing Address: _____
Street Apt# City State Zip Code

Phone: _____ Email Address: _____

Degree Information: *If Double Major, check here ☐. Please indicate 2nd Degree Earned.*

Degree Earned: _____

Semester/Year Graduated: _____

2nd Degree Earned: _____

Semester/Year Graduated: _____

Student Signature: _____ Date: _____

NOTE:

Obligations to the university must be cleared before a diploma request is processed. Diploma fee(s) must be paid before processing.

1. Complete and sign a form for each diploma. The form must be completed in its entirety.

2. The form can be submitted in the following manner: mail, fax, or in-person. We do not accept e-mail request.

All requests must be submitted to:

Cashier/ Office of Student Accounts, CSU, 2500 W. North Ave., Baltimore, MD 21216.

3. Mailed requests must be accompanied by Check, Money Order, or Credit Card Information (See Credit Card Payment Box Below). (CASH will not be accepted via mail).

4. Faxed requests must be accompanied by Credit Card Information (See Credit Card Payment Box Below). **Fax to: 410-951-3678,** Office of Student Accounts.

5. In-person requests must be accompanied by cash, check, money order or credit card.

6. Requests for partial payments will not be honored.

Credit Card Payment

Credit Card # _____ Exp Date _____ Payment Memo _____ Amount _____