



UNIVERSITY OF MARYLAND GLOBAL CAMPUS

Instructions for Ordering a Replacement or Duplicate Diploma

Replacement/duplicate diploma fee is \$50 per document requested.

- Checks or money orders should be made payable to University of Maryland Global Campus and mailed along with the form to the address listed on the request form.
- For credit card payments, please call 800-888-8682; select option 2 to reach Tuition Planning.
 - UMGC accepts Visa, MasterCard, American Express, Discover Card, and e-check.
 - Payment for your replacement document should only be made after you receive email confirmation from Graduation Services.

Requests for duplicate diplomas are normally processed as soon as payment is received.

- Diplomas/certificates are mailed to the address specified on the form.
- Please allow two to three weeks for processing and mailing once the order form and payment are received.

To request a replacement diploma/certificate, you must return the original document (if available) to UMGC at the mailing address listed below.

- If the original diploma/certificate is not available for return, the order form must be notarized in the section “**Notary Signature.**”

NOTE: A replacement/duplicate diploma will not be released if you have financial obligations to UMGC. The replacement/duplicate document will include the most recent administrative signatures (UMGC President, USM Chancellor, Dean, etc.). These signatures may differ from your original based on the issuing date, but should still be deemed as official.

Please send the completed order form to the appropriate address below.

Addresses

- Via mail: Graduation Services, 3501 University Boulevard East, Adelphi, MD 20783
- Via e-mail (scanned copy): graduationserv@umgc.edu

Reminders

- All requests must be written legibly or typed and require a signature.
- Requests that are not legible will not be processed and will be returned for resubmission.
- If you are requesting diplomas or certificates for more than one program completed at UMGC, you must complete a separate form for each program.
- You must ensure that your email address is correct and legible on the order form. We will send all communications related to your request to the email address you provide on the form.

UNIVERSITY OF MARYLAND GLOBAL CAMPUS
Graduation Services, 3501 University Boulevard East, Adelphi, MD 20783
Phone: 240-684-2299 or 800-888-8682, ext. 2-2299 Fax: 240-684-2008
Email: graduationserv@umgc.edu

REPLACEMENT/DUPLICATE DIPLOMA ORDER FORM

PLEASE PRINT LEGIBLY

***Required Fields**

*First and last name _____

*Student I.D. number or last four digits of SSN _____

*Address

*Street number (and apt. #, if any) *City *State *Zip Country (if not U.S)

Email address _____

Telephone: Daytime (_____) _____ Evening (_____) _____

*Date of birth _____
 MM DD YYYY

*Type of degree Program of study _____

*Division

*Number of documents requested _____

*Requestor Signature

*Date (MM/DD/YYYY)

Please return original diploma with this form. If original is not available, this form must be notarized (below).

*State reason for request for a replacement/duplicate diploma: _____
(e.g., lost, damaged, destroyed)

Notary Signature

Date (MM/DD/YYYY)