

# Request for Replacement Diploma

Alumni who have been awarded a degree from the University of South Carolina may use this form to request a replacement diploma. A replacement diploma is a duplicate of the original diploma. However, the signatures on it will reflect current University Officers. A request for a change of name on the diploma will only be honored if legal documentation is provided.

Diplomas are mailed to graduates within 90 days after graduation. **If it has not been at least 90 days since you graduated, please wait to request a replacement diploma.** If it has been more than 90 days since you graduated, you will need to complete this form.

Current Name (please print) \_\_\_\_\_

Full Name at Time at Graduation \_\_\_\_\_

Date of Birth \_\_\_\_\_

USC ID or Last 4 Digits of SSN \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

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

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

Graduation (Term & Year): \_\_\_\_\_ Verified by \_\_\_\_\_

School/College Attended at USC: \_\_\_\_\_ Verified by \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Verified by \_\_\_\_\_

### Please Sign and Date:

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

A fee of \$25.00 is charged for replacement diplomas and may be paid by check or money order made payable to "University of South Carolina". The completed form should be mailed or hand delivered to the following address:

Office of the University Registrar  
Attn: Replacement Diploma  
1244 Blossom St., Suite 106  
Columbia, SC 29208

Payment received date \_\_\_\_\_ Payment taken by \_\_\_\_\_

### FOR OFFICE USE ONLY

School Code \_\_\_\_\_

School Name \_\_\_\_\_

Degree Code \_\_\_\_\_

Degree Name \_\_\_\_\_

Major Code(s) \_\_\_\_\_

Major Name(s) \_\_\_\_\_