



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: _____

There is a \$25 fee for duplicate diplomas. The fee may be paid by check or money order, payable to Fairfield University. The graduate must sign the request. A third party may not reorder diplomas. Orders are usually fulfilled within 1 to 2 weeks. Expedited FedEx delivery is available for an additional \$20 fee.

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.

**Office of the University Registrar, Kelley Center, Fairfield University
1073 North Benson Road, Fairfield, CT 06824**

For Office Use Only

ID: _____ Program: _____ Date: _____ Honors: _____ Mailed: _____