



Office of the University Registrar
Grace E. Harris Hall
1015 Floyd Ave., 1st Floor
P.O. Box 842520
Richmond, VA 23284-2520
[Website: https://registrar.vcu.edu](https://registrar.vcu.edu)

Request for Duplicate Diploma

The cost of reordering a diploma is \$16.00. Please enclose a personal check or money order payable to VCU. **Please do not send cash.** Duplicate diplomas may take between eight to twelve weeks to be processed. Duplicate diplomas will have current signatures and the word "**Duplicate**" printed on them.

Student Information

Last Name:

First Name:

Middle Initial:

Student ID Number (9-digit):

Phone Number:

Graduation Date:

Degree:

Honors:

Major:

Mailing Address: Street:

City:

State:

Name as it appeared on original diploma:

Name as it is to appear on duplicate diploma (**please print**):

Student Signature:

Date: