Duplicate Diploma Request

Reason for request:

_______ Lost/Destroyed - Form may be emailed to our office. (lconant@sulross.edu)
_______ Name Change - Our office needs the signed form along with required documents.
_______ Other: ____________________________________________

Duplicate Diploma Only

Complete Steps 1 and 2. You may bring or email the request to lconant@sulross.edu. Pay fees with Enrollment Services. You may call 432-837-8050. Select Option 2 for Customer Service, then Option 1 to make a payment.

1 Name as it appeared on your diploma:

Last                      First                      Middle Name or Initials

2 Degree Awarded: ___________________ Date of Graduation: ___________________

Duplicate Diploma with a Name Change

Complete Steps 3 through 6. A name change requires that you complete, sign, and mail the request along with documents to our office. Pay fees with Enrollment Services. You may call 432-837-8050. Select Option 2 for Customer Service, then Option 1 to make a payment.

3 Name as first it appeared on your diploma:

Last                      First                      Middle Name or Initials

4 Degree Awarded: ___________________ Date of Graduation: ___________________

5 New name as you want it to appear on your diploma:

Last                      First                      Middle Name or Initials

6 Required documents for a name change:

Please provide or send one document from the Primary Identification list and one from the Supporting Identification list. They may either be originals or notarized copies of the original. All documents must match the requested new name.

<table>
<thead>
<tr>
<th>Primary Identification</th>
<th>Supporting Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Naturalization</td>
<td>Court Order</td>
</tr>
<tr>
<td>Driver’s License</td>
<td>Divorce Decree</td>
</tr>
<tr>
<td>Military ID</td>
<td>Marriage License</td>
</tr>
<tr>
<td>Passport</td>
<td>Social Security Card</td>
</tr>
<tr>
<td>State Issued ID Card</td>
<td>Temporary Driver’s License</td>
</tr>
<tr>
<td>US Citizenship Certificate</td>
<td>Temporary ID Card</td>
</tr>
</tbody>
</table>

Signature ____________________ Date: __________________

Cost of Duplicate Diploma

Fees must be paid before the diploma can be printed. All diplomas will be mailed unless otherwise specified.

_______ $25   Includes duplicate diploma plus shipping

_______ $45   Includes duplicate diploma, storage tube, and shipping

Mailing Address: ____________________________________________

__________________________________________________________

Academic Affairs * Box C-106 * Alpine TX 79832 * 432/837-8036 - 432/837-8028 fax * lconant@sulross.edu