

OFFICE OF THE REGISTRAR

Diplomas > Duplicate or Replacement Diplomas

The UAA Office of the Registrar may, at his or her discretion, authorize the issuance of a replacement in certain limited cases. For example, a duplicate diploma may be issued in some instances of loss or damage to the original.

Duplicate diplomas will not be issued for name changes incurred by marriage and/or divorce. Your diploma is part of your Academic History. The name on your diploma will be your official name on file at the time you earned your degree/certificate.

All applicants for a replacement or duplicate diploma must complete and return an application for duplicate diploma form. Verification of your signature by a Notary Public is required. The applicant for a replacement diploma must provide a statement regarding the loss of or damage to the original that is satisfactory to the Registrar. Damaged originals must be returned to the UAA Office of the Registrar. Applicants seeking a replacement for a lost diploma must agree to return the replacement if the original is found.

Duplicate diplomas will be processed upon receipt of the completed application form and its attachments, including a check/money order/credit card order in the amount of \$25.00 (payable to the University of Alaska Anchorage) to cover costs. Please allow approximately 10 business days after you have placed your order for the diploma to be sent—certified mail.



UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • PO Box 141629 • Anchorage, AK 99514-1629 • Phone: (907) 786-1480

APPLICATION FOR DUPLICATE DIPLOMA

Your signature below must be notarized.

NAME: _____ DATE: _____
Last First Middle

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

UAA STUDENT ID: _____ SOCIAL SECURITY #: _____

PHONE: _____ EMAIL: _____

DEGREE: _____ DATE DEGREE WAS CONFERRED: _____

NAME ON ORIGINAL DIPLOMA: _____

REASON FOR REQUESTING A REPLACEMENT: _____

IS THE ORIGINAL DIPLOMA ENCLOSED? YES NO

IF NO, EXPLAIN WHY NOT: _____

PLEASE INDICATE THE DATE OF LOSS OF ORIGINAL: _____

I hereby certify that the above statements are true. I understand that UAA reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in the case of fraud. I enclose the original diploma if possible, check/money order/credit card order for \$25.00 to cover the costs; and other documents as necessary. I agree (I) to return the replacement immediately if I ever find the original or (II) to inform the Registrar upon learning of the location of the original.

SIGNATURE DATE: _____

I hereby certify that this applicant has shown proof of identity sufficient to establish that he or she is the person named above.

DATE: _____

NOTARY PUBLIC
My commission expires on: _____

Payment Information

VISA MC CARD # _____ exp.date _____

SIGNATURE OF CARD HOLDER