

Idaho State

UNIVERSITY

Replacement Diploma Request

Duplicate diplomas are \$20.00 per copy and can be mailed or picked up at the Office of the Registrar. Requests are processed within 5-7 business days.

1. Mail this signed form (MUST HAVE HANDWRITTEN SIGNATURE) to:
Office of the Registrar
921 S. 8th Ave, Stop 8196
Pocatello, ID 83209-8196
Fax to: (208)282-4231
2. Use a separate request form for each diploma.
3. Payment must be received before request can be processed.
4. Please make check or money order payable to **Idaho State University (ISU)**. Students who have attended within the last three years have the option to pay via credit card through their BengalWeb.

ISU ID Number: _____ OR SOCIAL SECURITY NUMBER: _____ - _____ - _____

DATE OF BIRTH: _____

FULL NAME ON ORIGINAL DIPLOMA: _____
(Please Print Clearly)

ANY PREVIOUS NAMES: _____
(Please Print Clearly)

DEGREE (e.g. BS, BA, PhD): _____ DATE DEGREE EARNED: _____

MAJOR (e.g. Biology, English, Engineering): _____

CURRENT MAILING ADDRESS: _____

YOUR DAYTIME TELEPHONE NUMBER: (_____) _____ - _____

STUDENT SIGNATURE: _____ DATE: _____
(ALL REQUESTS MUST BEAR THE HANDWRITTEN SIGNATURE OF THE STUDENT - DO NOT PRINT)

FOR MORE INFORMATION, PLEASE CALL 208-282-4874

OFFICE USE ONLY: TOTAL AMOUNT DUE: _____ PAID _____ INITIALS _____