

DUPLICATE DIPLOMA ORDER FORM

- Format changes occur from time to time. So an exact replica copy may not be available.
- Duplicate Diploma Fee of \$25.00 must be paid to the Business Office. Please call (361) 593-2616 before submitting.
- Mail form to TAMUK Office of the Provost, 700 University Blvd., MSC 102 Kingsville, TX 78363 or Scan and submit your form to provost@tamuk.edu
- Diplomas are ordered once a month, and take 6-10 weeks to arrive.

STUDENT'S OFFICIAL NAME: _____

Banner ID K #: _____

DATE OF GRADUATION: _____

DEGREE RECEIVED: _____

Email Address: _____

Phone #: _____

REASON FOR SECOND DIPLOMA (check one):

Original diploma lost: ____

Original diploma destroyed: ____

Desire second copy: ____

Other: _____

MAIL TO: _____

Or Call: _____ to pick up.

DO NOT WRITE BELOW THIS LINE:

Confirmation of Degree: _____

Date Degree Awarded: _____

Degree Awarded: _____

G.P.A. (For Honors): _____

TO BE COMPLETED BY BUSINESS OFFICE

Duplicate diploma fee: _____

Receipt No.: _____

Date Paid: _____

Initials: _____

Revised 07/31/2023