

**MARYWOOD UNIVERSITY
REQUEST FOR DUPLICATE DIPLOMA**

To request a duplicate diploma, complete this application and send it to the Office of Academic Records, Marywood University, 2300 Adams Avenue, Scranton, PA 18509 with a check for \$25.

Marywood University will honor duplicate diploma requests only in the instances in which the student's original diploma has been LOST, STOLEN, or DESTROYED.

(Please print. Your name must be listed exactly as it appeared on your original diploma.)

NAME _____

(FOR DIPLOMA)

NAME _____

(AT PRESENT, IF DIFFERENT FROM ABOVE)

ADDRESS _____

PHONE NUMBER _____

DEGREE _____

GRADUATION DATE _____

I request that a duplicate diploma be mailed to me at the above address. My check for \$25 made payable to "Marywood University" is enclosed.

Reason for Request _____

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE – FOR UNIVERSITY USE ONLY

6696 Registrar's Office Payment _____ Date _____ By _____

Dept. No. 7575.540 Approved By _____

FOR PURCHASING AND BUDGET OFFICE

Budget Certified By _____ Date _____

Vendor _____ PO # _____ By _____ Date _____