



UNIVERSITY OF CENTRAL FLORIDA

College of Medicine

## Duplicate Diploma Request

This form must be completed and submitted to order duplicate diplomas. The cost of ordering a duplicate diploma is **\$45.00** per diploma. Please enclose a personal check, money order or a cashier's check payable to **Herff Jones, Inc. Do not send cash.** Duplicate diplomas may take up to four weeks to be processed. During peak times (i.e. post-Commencement) diplomas may take longer than usual. The form **must be notarized**, either before it is mailed or when the form is delivered in-person to the Office of Student Affairs (Suite 115).

Personal Information	
UCF ID	Name (First, Middle, Last)
Print Name (AS YOU WANT IT ON YOUR DIPLOMA)	
Telephone	Email Address
Address	
City	State
Zip Code	

Diploma Information	
Commencement Date	
Quantity	

Total Amount Enclosed \$ \_\_\_\_\_

I certify that I am the above named person and the above statement is true and accurate to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of _____	County of _____
Sworn and subscribed before me this _____ of _____, _____	
<small>Date Month Year</small>	
Notary Signature _____	
Stamp/Seal of Notary	( ) personally known ( ) provided Identification Type of identification provided

**Return completed form to:**  
 Office of Student Affairs  
 UCF College of Medicine  
 6850 Lake Nona Boulevard, Suite 115  
 Orlando, Florida 32828  
 (407) 266-1353