



REPLACEMENT DIPLOMA ORDER FORM
BOISE STATE REGISTRAR'S OFFICE
Administration Building, Room 110
1910 University Drive, Boise, ID 83725-1365
Telephone: (208) 426-4249 Fax: (208) 426-3169

The replacement diploma will bear the signatures of the current University President and Registrar and have the words *Replacement Diploma* printed under the university seal. Allow 3-4 weeks for delivery.
 You will be notified via email when your diploma is mailed.

Full Name: _____

Former Name(s) Used*: _____

BSU Student Id or Social Security Number: _____

Year Graduated: _____ **Degree/Major:** _____

Mail Diploma to:

 First/Last Name

 Street Address or Post Office Box

 City/ State/ Zip Code

Daytime Phone: _____ **Email:** _____

*Due to the danger of identity theft, persons who wish to change their first, middle or last name on their transcripts or diplomas must provide a copy of their marriage license, a court order, or a dissolution decree certifying their name change. Please send a copy of one of these documents with your request. We cannot accept a copy of your current driver's license or social security card. Please be sure to sign this request. Without your signature, we cannot process your name change.

Replacement Fee:

- \$40 - Undergraduate or Applied Technology degrees or certificates
 Graduate certificates
- \$50 - Graduate Degrees

Method of Payment:

- Cash, Check or Money Order (payable to: Boise State University)
- MasterCard / Visa / Discover

Card# _____

Expiration Date: _____
 (Month/Year)

Name on Card: _____

Date of Request: _____

STUDENT SIGNATURE REQUIRED