



University of Maryland University College

Instructions for Ordering a Replacement or Duplicate Diploma

Replacement/duplicate diploma fee is \$50 per document requested.

- Checks or money orders should be made payable to University of Maryland University College (UMUC) and sent with the form to the mailing address listed below.
- Credit card payments may be made by phone only. UMUC accepts Visa, MasterCard, American Express, and Discover credit cards. (Call 800-888-8682 and select option 2.)
- E-checks are also accepted by phone. (Call 800-888-8682 and select option 2.)

Requests for duplicate diplomas are normally processed as soon as payment is received.

Please allow four to six weeks after the order form and payment are received for processing and delivery. If you prefer to pay by phone, do so after you have received confirmation that your order form has been received.

- Diplomas are mailed to the address that you specify on the form.
- Diploma orders may also be picked up in person at the UMUC Academic Center at Largo. If this option is chosen, you will be provided information on when you can pick up your order.

To request a replacement/duplicate diploma, you must return the original diploma (if available) to UMUC at the mailing address listed below. If the original diploma is not available, you must have the order form notarized. (Note section marked “**Notary Signature.**”)

NOTE: A replacement/duplicate diploma will not be released if you have financial obligations to UMUC.

Send or bring the completed order form to the appropriate address below.

Addresses

Via mail:

Graduation Certification, 3501 University Boulevard East, Adelphi, MD 20783

Via e-mail (scanned copy):

graduationserv@umuc.edu

In person:

Office of the Registrar, 1616 McCormick Drive, Largo, MD 20774

Reminders

- All requests must be written legibly or typed and require a signature.
- Requests that are not legible will not be processed and will be returned for resubmission.
- If you are requesting diplomas or certificates for more than one program completed at UMUC, you must complete a separate form for each program.
- You must ensure that your e-mail address is correct and legible on the order form. We will send all communications related to your request to the e-mail address you provide on the form.

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
Graduation Certification, 3501 University Boulevard East, Adelphi, MD 20783
Phone: 240-684-2299 or 800-888-UMUC, ext. 2-2299 Fax: 240-684-2008
E-mail: graduationserv@umuc.edu

REPLACEMENT/DUPLICATE DIPLOMA ORDER FORM

PLEASE PRINT LEGIBLY

***Required Fields**

*First and last name _____

*Student I.D. number or last four digits of SSN _____

*Preferred method of delivery (choose one)

Mail

Pick up in person

Diploma orders can be picked up in person at the UMUC Academic Center at Largo. If you choose this option, you will be sent addition information about when you can pick up your order.

*Street number (and apt. #, if any) *City *State *Zip Country (if not U.S)

E-mail address _____

Telephone: Daytime (_____) _____ Evening (_____) _____

*Date of birth _____
 MM DD YYYY

*Type of degree _____ Program of study _____

*Division _____

*Number of documents requested _____

*Requestor Signature

*Date (MM/DD/YYYY)

Please return original diploma with this form. If original is not available, this form must be notarized (below).

*State reason for request for a replacement/duplicate diploma: _____
(e.g., lost, damaged, destroyed)

Notary Signature

Date (MM/DD/YYYY)