

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • 3211 Providence Drive Anchorage, AK 99508 • 907-786-1480

Application for Replacement Diploma

Name: _____

Student ID number (or last four of SSN): _____ DOB: _____

Phone number: _____ Email address: _____

Degree: _____ Date earned: _____

Student signature: _____

Important Information

- The name on your diploma/transcript will be the official name on file with the university at the time of printing: first name, middle initial, last name. We will print full middle names and maiden names on diplomas only upon request.
- Graduates wishing to order a replacement diploma for a change of name must complete a [Change of Personal Information form](#) and have your name officially changed on university records prior to submitting this request.
- Diplomas will be printed with current signatures of the University President, Chancellor, and Chair of the Board of Regents and will have the words “Replacement diploma issued (date)” printed under the university seal.

Cost Information

- \$25 per replacement diploma
- \$10 flat fee to mail the diploma(s)

Order Information

I am requesting _____ replacement diploma(s) for the degree specified above.
quantity

Please check one of the following:

I will pick up my diploma(s) at the University Center.

Please mail my diploma(s) to the address below. I understand that a \$10 diploma mailing fee will be added to my student account and must be paid before my diploma(s) will be mailed.

Recipient: _____ Street/PO Box: _____

City: _____ State: _____ Zip code: _____

Payment Information

Check – Please make payable to the University of Alaska Anchorage.

Credit Card – **Scan and email the signed form to uaa.degrees@alaska.edu to receive the online payment link OR submit in person to the University Center.**