



DUPLICATE DIPLOMA ORDER FORM

OFFICE OF THE REGISTRAR
POST OFFICE BOX 8104 ↗ 300 COLLEGE STREET, NORTHEAST
ORANGEBURG, SC 29117-0001 ↗ (803) 536-7185 ↗ FAX: (803) 536-8602

Instructions: Complete this form with all applicable information. Sign and return this form along with the appropriate fee to the Registrar's Office. The Duplicate Diploma should be mailed to you within 8 weeks after receipt of this form. If you choose to pickup the Duplicate Diploma, you will be notified by phone when it is ready.

Fees for Duplicate Diplomas Fee..... \$50.00 Cashier's Check or Money Order

Please Print or Type

Campus Wide ID	Name (Last, First, M.I.)	Semester <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	Year
E-mail Address	Degree	Major	
Phone Number (Daytime)	Diploma Mailing Address (Street, City, State, Zip)		

Mail the Diploma to the address above. *or* I will pickup the Diploma in person with proper I.D.

Student Signature

Date

This form may be mailed to Office of the Registrar, P. O. Box 8104, Orangeburg, South Carolina 29117 or you may fax this form to (803) 536-8602 and pay by credit card by calling this number (803) 536-8529.