



NORTHERN

****REQUEST FOR A DUPLICATE DIPLOMA****

MAIL REQUEST TO:
NORTHERN STATE UNIVERSITY
Registrar's Office
1200 S Jay Street
Aberdeen, SD 57401

Student Information - Please Print

Last Name *First Name* *Middle Name* *Maiden/Other Name(s)*

Street/PO Address *City* *State* *Zip Code*

Home Phone *Work Phone* *Cell Phone*

Student ID *DOB* *email address (if we need to contact you, we will try email first)*

Diploma Information

Name on diploma: _____

****NOTE:** The name on your records at NSU should be your current legal name. If the name you want on your diploma does not match your records at NSU, please also submit legal documentation (i.e. marriage license/certificate, divorce decree, court order) to have your name changed on your records.

Degree(s): _____

Honors (if known): _____

Date of graduation (approximate): _____

Do you need a new diploma cover? ____ Yes ____ No

Send Diploma To:

Name: _____

Address: _____

City, State, Zip: _____

STUDENT SIGNATURE

This request requires your signature. You must print this form and sign it. You may mail it to the address above.

Signature: _____

Payment Information

*Duplicate diplomas are \$10.00 each, sent by mail only. There is an additional \$10 fee if you would also like another diploma cover. Payment by cash, check, or money order must be included with this request. Please make checks payable to NSU. ****Do NOT mail cash.** Your request will be returned to you if proper payment is not included.*

We **cannot** process forms which have been faxed or emailed to us.

We **cannot** fax or email a copy of a duplicate diploma.