



UNIVERSITY OF NEBRASKA AT OMAHA

## OFFICE OF THE UNIVERSITY REGISTRAR

### Replacement Diploma Request

Date \_\_\_\_\_ NU ID or last 4 digits of SSN \_\_\_\_\_ Birthdate \_\_\_\_\_

Please print full name as it appears on original diploma

First Name

Middle Name

Last Name

Degree Earned

Major

Date Degree Awarded

#### Reason for Application

- ☐ Original diploma has been lost or destroyed
- ☐ Name change. Request for a diploma to be issued in new name and change of name on University record. **Submit a Change of Personal Information form with required documentation. This request cannot be processed without the Change of Personal Information form and documentation.**

Please print your name as you wish it to appear on your diploma:

First Name

Middle Name

Last Name

Please send the diploma to the following address:

Address

City

State

Zip Code

First Name

Middle Name

Last Name

Phone Number

Email Address

I understand that the replacement diploma will bear the signatures of the current officials of the state and the University. I hereby certify that the information provided is true and correct.

Signature

Date

#### Instructions

1. The replacement diploma fee is \$30.00. Submit completed form(s) and check, payable to the University of Nebraska Omaha, to the Office of the University Registrar, 6101 University Drive North, Eppley 105, Omaha NE 68182
2. Diplomas are ordered at the beginning of the month. Allow one month for delivery of replacement diploma.
3. University financial obligations must be paid before your diploma can be issued. If you have a financial hold, please contact the Cashiering/Student Accounts office by phone at 402-554-2324 or by email at unocsa@unomaha.edu.

UNIVERSITY OF  
**Nebraska**  
Omaha