



## Replacement Diploma Request Form – Item Descriptions

### Items you can order:

1. **Diploma (\$15)** – a reprinted diploma on cardstock with the foiled university seal. This is if you need a replacement or duplicate of your actual diploma.
  2. **Red Book (\$3)** – a padded diploma cover with the university seal on it.
  3. **Certification (\$2)** – typically needed for international employment or medical/law boards who require a verified copy of your diploma.
    - A. Copy = a photocopy of your original diploma that is certified. You provide a copy of your original diploma which is then certified by our office. If you are unable to copy the original diploma, we can order a new diploma, but you will be charged \$15. You will receive the new diploma along with the certified copy.
    - B. Original = certification of your original diploma or a newly printed, duplicate diploma. In the case of a newly printed, duplicate diploma, you will be charged for both the diploma (\$15) and the certification (\$2). Note: this form of certification is not often necessary.
- \*\*\*Not all orders will need certification. If you are wanting to reorder your diploma or a second copy of your diploma, it does not need to be certified. Any questions can be directed to [commencement@osu.edu](mailto:commencement@osu.edu).**
4. **Shipping** – a \$9 flat rate for domestic shipping. International shipments will be charged based on a quote from UPS.

### When ordering a duplicate/replacement diploma or certification, please provide:

- The completed order form, which must be notarized if you reside in the United States. If you are living internationally and cannot access a notary, please provide a copy of your government-issued photo ID instead.
- Your preferred email address for billing and payment and your OSU email address/dot number.
- Your preferred mailing address.
- Notary Public verification of your identity. Most states, including [Ohio](#), provide public listings of Notary Publics that can be searched online. Many bank branches also offer this service.

### After we receive your order request:

We will verify the information and provide email you with a link to provide payment. No orders will be processed until after we receive payment. Orders typically take two to four weeks to complete.



REPLACEMENT DIPLOMA REQUEST FORM

I am requesting a replacement/duplicate diploma.

Full Name (include middle name/initial): \_\_\_\_\_

OSU Email/Dot Number/Student ID: \_\_\_\_\_

**\*\*Do NOT provide your social security number\*\***

Date of Birth: \_\_\_\_\_

Degree: \_\_\_\_\_

Month/Date/Year of Graduation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Preferred Email Address for Billing: \_\_\_\_\_

Graduate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Seal:

**Please indicate the quantity requested:**

\_\_\_ Diploma (\$15 each)

\_\_\_ Red Book (\$3 each)

\_\_\_ Certification (\$2 each)

Copy

Original

\_\_\_ Shipping

Domestic (\$9)

International (UPS Quote)

.....  
Commencement office use only

Staff initials: \_\_\_\_\_ Payment amount: \_\_\_\_\_ Type of ID verified: \_\_\_\_\_