

## Policy for Replacement or Duplicate Diploma

OHSU provides a **replacement or duplicate diploma** that bears the original commencement date and the current institution logo in addition to the signatures of the current University officials. The bottom of the document indicates the diploma as a “replacement” or “duplicate.” The cost for a replacement or duplicate diploma is \$60.

Graduates may order an updated diploma with their current name but will be required to provide proof of name change (driver’s license or other state or federal ID, marriage license, name change affidavit, etc.)

To order a replacement or duplicate diploma, OHSU requires the following information:

1. Graduate’s full name as it appeared on the original diploma
2. Degree received (include honors if applicable)
3. Date (month, day, and year) of graduation
4. Reason for a duplicate or replacement request
5. Graduate’s student ID
6. Mailing address and daytime telephone number
7. Delivery method (mail or pick-up. Please note that photo ID is required for pickup.)

A request for a replacement or duplicate diploma must be signed by the graduate. All requests must be accompanied by payment either with a check payable for \$60 of Oregon Health & Science University or a money order.

Replacement or duplicate diplomas take two to three weeks to produce, not including mailing time.

Diplomas issued with errors will be replaced free of charge provided that the Registrar’s Office is notified within one year of the conferral date.

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Please return form and payment to:

**OHSU Office of the Registrar**  
**Mail Code L109**  
**3181 SW Sam Jackson Park Rd**  
**Portland, OR 97239**

# Request for Duplicate or Replacement Diploma

I am requesting a (check one):

- Duplicate Diploma
- Replacement Diploma

Graduate name: \_\_\_\_\_

Student ID (if known): \_\_\_\_\_

If not known, please provide your date of birth: \_\_\_\_\_

Name at time of attendance/on original diploma: \_\_\_\_\_

Name requested on reprinted diploma: \_\_\_\_\_

*If the name you are requesting on your replacement or duplicate diploma does not match the name on file at OHSU, please provide proof of your name change (driver's license or other state or federal ID, marriage license, name change affidavit, etc.) with your request.*

Reason for request: \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

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

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I hereby certify that the above statements are true. I understand that Oregon Health & Science University reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in the case of fraud. I understand that there will be a notation on my duplicate or replacement diploma indicating it is a duplicate or replacement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Number of diplomas requested: \_\_\_\_\_

**There is a \$60.00 charge for each replacement/duplicate diploma.  
Payment can only be made by check or money order payable to OHSU.**