



Request for Duplicate or Replacement Diploma

Office of the Registrar | Mail Code L-109 | 3181 S.W. Sam Jackson Park Rd. | Portland, OR 97239-3098
503-494-7800 | 800-775-5460 | www.ohsu.edu/registrar | regohsu@ohsu.edu

Replacement or duplicate diplomas include the current institution logo and signatures of the current University officials. The bottom of the document will note the diploma as a duplicate.

If you have changed your name, you must file a name change with the Office of the Registrar before ordering a diploma displaying your new name. The Change of Name form is available at www.ohsu.edu/registrar.

Replacement or duplicate diplomas require up to 8 weeks to produce and mail.

Each replacement or duplicate diploma costs \$60.00. Attach a check or money order payable to OHSU. Diplomas issued with errors will be replaced free of charge within one year of the conferral date.

Full name of graduate _____
(*exactly as it should be printed on the diploma*)

Number of diplomas requested _____ Amount enclosed: _____ x \$60 = \$ _____

Student Record Information

Student ID (if known) _____ or Date of Birth _____

Name at time of attendance _____

Degree/Program _____ Graduation Year _____

Contact Information

Mailing Address: _____

Email Address: _____ Phone _____

Student Signature: _____ Date: _____

Please return form and payment to:

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