

Duplicate Diploma Order Form

Instructions:

To request a duplicate Diploma,

1. Complete this form in full
2. Fax OR Mail in the form
3. If you fax, please fax it to the Records Office (330-941-1408). Once you fax your request, call or e-mail Cathy in the Records Office, (330-941-2942/crpokrivnak@ysu.edu). After she verifies all of the information on your form, she will transfer you to the YSU Student Accounts Office for payment via credit card/debit card.
4. If you are mailing in the form, please send a check in the amount of \$40.00 (\$100 for doctoral diploma), make it payable to YSU and mail to:

Youngstown State University
 Records Office
 ATTN: Cathy
 One University Plaza
 Youngstown, Ohio 44555

Please note on your check that it is payment for a duplicate diploma.

Current Name:	YSU ID Number:
Any Prior Names:	
Current Address:	
Phone Number:	Date of Birth:
Did you earn more than one degree at YSU? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Degree You Are Ordering A Duplicate Diploma For:	Date Earned:
Did you receive honors? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type Name EXACTLY As you Would Like it To Appear on Diploma	
Name:	

Diplomas will be sent via UPS at no charge within the USA.

To have diplomas sent overseas, contact Cathy (330-941-1584) with the full ship to address and Cathy will quote a delivery charge which must be paid before the diploma can be mailed.

NOTE: UPS CANNOT DELIVER TO A P.O. BOX

Would you like to pick this up in the Records office or would you like us to mail it? Mail Pick up in Records

If You Would Like This Mailed, Please Type Name And Address Diploma Will Be Sent To:

Signature of Student _____ Date _____