



Please complete, print (see "Print Form" button above), sign, and return this form to the Office of Records and Registration, University Hall, One University Plaza, MS UHB 1076, Springfield, IL 62703-5407. Please be sure to carefully complete all information prior to printing the document.

Name to be printed on diploma*

Last Name First Name Middle Name

Previous Name (If Applicable)

UIN or

Last Semester Attended Last Year Attended and Date of Birth (mmddyyyy)

Mailing Address City State Zip Code

Daytime Phone Email Address

Degree**

Student Signature (Required)

Date

A \$30.00 fee is charged for a replacement diploma. Payment may be made by enclosing a personal check (made out to UIS) or money order. NOTE: Cash cannot be accepted for payment.

*The name on your diploma must be your official name in our database or listed as a previous name. If the name you want on your diploma is not in our database, you must officially change it with the Office of Records and Registration before it can be printed on your diploma. Information about name changes can be found on our website at: <http://www.uis.edu/registration/records/NameChangeInformation.html>. If you have questions about this process, please contact the Office of Records and Registration by calling 217/206-6709 or by emailing registrar@uis.edu.

**If you graduated from Sangamon State University (prior to Summer 1995) and want to request a UIS diploma, you will need to contact the Office of Advancement. Information about this Diploma Certificate can be found on their website at: <http://www.uis.edu/advancement/>.

----- **For Office Use Only** -----

Degree

Award Date Honors

Holds: Yes No

Payment Ordered