



Duplicate Diploma Request

Form must be submitted to the Admissions and Records Office in person at FSSB 2nd Floor,
Faxed to 775-784-4283,
or mailed to:
1664 N. Virginia Street
Admissions & Records/MS 0120
Reno, NV 89557

This form is for **DUPLICATE** Diplomas only.

Please note that there is a **fee** of \$75.00 for each duplicate diploma requested. Once payment has been processed the printing of duplicate diploma(s) may take up to 15 business days.

Name _____ NSHE ID _____

**How name will appear on diploma*

**Leave blank if unknown*

Former Name(s) _____ Birth Date _____

Signature _____ Date _____

Degree _____ Year Degree was Awarded _____

of Diplomas Requested _____

Notes/Comments:

Current Contact Information:

Mailing Address _____
Street Address City State Zip Code

Phone Number _____ Email _____

Hold for Pick-up

Mail to the address listed

**Pay in person at the Cashiers office (receipt must be submitted with form to A&R), mail check, and mail or fax credit card info*

Payment Options:

Check Enclosed (made payable to the "Board of Regents") _____ # of Diplomas X \$75.00 _____
 Pay by Credit Card (fill-out the credit card authorization information below) Total: _____

** Only submitted in person, by mail or fax*

Visa Card # _____

MasterCard Expiration Date: _____

Discover

American Express Cardholder Name _____

3-digit Code _____

By signing below I authorize the UNR Cashier's Office to charge my credit card in the amount specified for duplicate diplomas.

Cardholder Signature _____