



# 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 \$95.00 for each duplicate diploma requested. Once payment has been processed the printing of duplicate diploma(s) may take up to 15 business days.

### Student Information:

Name \_\_\_\_\_ NSHE ID \_\_\_\_\_

*\*How name will appear on diploma*

*\*Leave blank if unknown*

Former Name(s) \_\_\_\_\_ Birth Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Degree Information:

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 \$95.00 \_\_\_\_\_  
 Pay by Credit Card (fill-out the credit card authorization information below) Total: \_\_\_\_\_

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

Visa  
 MasterCard  
 Discover  
 American Express

Card # \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
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 \_\_\_\_\_