



Duplicate Diploma Request

NOTE: Processing time is approximately 4-6 weeks.

Student Name: _____ **ID #:** _____
(Please print current name on file)

Mailing Address	Phone
Street: _____	Cell: (____) _____ - _____
City, State, Zip: _____	Other: (____) _____ - _____
E-mail: _____	
OTHER NAMES WHICH MAY APPEAR ON ACADEMIC RECORDS: _____	
DOB: ____ - ____ - ____ NOTE: UTRGV Official records will <u>not</u> be updated with the contact information listed above.	

Note: Outstanding financial obligations to UTRGV may prevent the processing of this request.

Attention former UTB-TSC students: Replacement diplomas for Bachelor's degrees earned at The University of Texas at Brownsville-Texas Southmost College will be printed on The University of Texas Rio Grande Valley diploma paper. At the request of the Texas Higher Education Coordinating Board, The University of Texas Rio Grande Valley has accepted custody of the academic records of The University of Texas at Brownsville-Texas Southmost College. UTRGV is unable to reproduce diplomas originally provided by UTB-TSC on UTB-TSC diploma paper.

Degree awarded: _____ **Major Field:** _____

Name as it should appear on diploma: _____

Semester the degree/certificate was awarded (please check one):

Fall Year: _____ Spring Year: _____ Summer Year: _____

Pick the delivery method (A or B):

- A) I'd like the diploma mailed to the address provided above. (The diploma will be mailed via U.S. Postal Service.)
- B) This diploma is for pick-up in (check one) Brownsville Edinburg (You will be called when the diploma is ready.)

Acknowledgement: By signing below I attest to providing accurate information above, and I acknowledge I have read and understand the procedures followed by UTRGV in Appendix A to produce a duplicate/replacement diploma.

STUDENT SIGNATURE: _____ **DATE:** _____

REGISTRAR USE ONLY:	
<i>(Image into student's file when processed):</i>	
Comments: _____	Processed By: _____ <i>(Staff Signature)</i>
_____	Date _____ Processed: _____ <i>(Staff Signature)</i>
Degree: <input type="checkbox"/> Not found (see Comments above)	

Duplicate Diploma Request: Appendix A

Acknowledgement of UTRGV Diploma Processing Policies and Procedures:

1. Processing time is four to six business weeks.
2. Alumni who graduated while the institution was named The University of Texas – Pan American (UTPA) will receive diplomas with the name of UTRGV. We are unable to provide diplomas on UTPA diploma paper.
3. Diplomas are mailed in cardboard tubes via U.S. Postal Service. Requests to overnight diplomas, send diplomas by Express Mail, or send by other expedited service will only be honored if the requestor provides the appropriate pre-paid envelope or packaging. Such requests *do not* reduce the standard processing time of six to eight weeks. At the time the diploma is reprinted, the expedited mailing method will be used.
4. The name to be printed on the diploma must match your student records. Change of a last name based on marriage, divorce, or other event requires copies of court documentation.
5. For students who graduated from UTB-TSC, UTRGV is able to print only diplomas for bachelor's degrees.
6. Diplomas reprinted for former UTB-TSC students who graduated with bachelor's degrees will be printed on UTRGV paper. The back of the diploma will include a formal statement regarding UTRGV's custody of UTB-TSC student records.
7. Recipients of associate's degrees and certificates from UTB-TSC must contact Texas Southmost College for a reprint of an associate's degree diploma or certificate.
8. Diplomas only include the name of the degree earned and the major. Minors, concentrations, and tracks are not printed. Honors are printed for undergraduate students based on the student records UTRGV is in possession of.
9. A request for a duplicate diploma is submitted with the understanding that the original diploma was damaged, printed with a former name no longer desired on the original diploma, or lost. In the case of requests stemming from damaged diplomas or needs for an updated name, the original diploma must be returned to UTRGV at this address:

UTRGV Registrar
1201 W. University Dr.
Edinburg, TX 78539

10. **ALL DIPLOMAS re-printed will carry a stamp on the front of the diploma at the bottom right-hand corner that reads "Duplicate Copy" in blue ink. The stamp is positioned such that framing could cover the stamp. Only one reprint will be issued in a 24 month period. No exceptions will be made to this procedure.**