

Duplicate Diploma Request Form

If you need a duplicate of your diploma, you will need to fill out the following Duplicate Diploma Order Form.

The cost per diploma is \$10.00. Please note that orders will not be processed if there are Financial Flags and/or Parking Fines on an account.

How to Order a Duplicate Diploma:

1. Complete this form and deliver it to Campus411, located in MC 116, with your payment receipt from the Office of Treasury Services attached.

- OR -

2. Complete this form and send it by mail with your personal check or money order to the following address:

Cleveland State University
 Office of the University Registrar
 2121 Euclid Avenue, KB 1414
 Cleveland, Ohio 44115

(Orders outside of the United States must submit an International Money Order.)

Diploma orders will be mailed two weeks from the date when the request was received by the Office of the University Registrar.



DUPLICATE DIPLOMA ORDER FORM

Name: _____ CSU ID #: _____

Date of Graduation: _____ Degree Received (BA, BS, M.Ed., etc.) _____

Number of Duplicates to be Ordered: _____ (\$10.00 charge per copy)

Please check one of the following options:

PLEASE MAIL THE DIPLOMA TO:
 Address: _____
 City: _____ State: _____ Zip: _____

PLEASE CALL ME FOR DIPLOMA PICK-UP AT:
 Phone #: _____ Email: _____

For Office Use Only. Date Ordered: _____