

Duplicate Diploma Request Form

Notes for Students:

1. Orders will not be processed if there are financial holds (including parking fines) on your student account
2. Diplomas are printed using the student name recorded in the university database – if you wish to have your diploma printed in another name you must change your name in the university database first. Contact Campus411 for instructions
3. Diploma orders will be processed and dispatched by USPS First Class Mail within approximately 2 weeks of receipt
4. If you wish for your diploma to be sent by courier or express mail, contact Campus411 for instructions **before** submitting this form
5. Diplomas for degrees awarded prior to 1990 may take up to 3 weeks to process
6. Due to the current situation with COVID-19, the coronavirus, the processing time for duplicate diplomas may take longer than expected.
7. The duplicate diploma fee must be paid online via ShopNet at: <https://campusnet.csuohio.edu/ShopNet>. This request form must then be submitted via fax at 216-687-5501 or by email to graduation@csuohio.edu.

Part A: Student Information

Full Name: (see note 2 above)		CSU ID:
Name at time of graduation: (if different from above)		SSN: (please provide SSN if CSU ID# is not known)
Phone Number (Required):	Email Address:	

Part B: Degree Information

Degree Received	Graduation Date		Number of Copies (\$20 per copy)
	Semester	Year	

Part C: Delivery Information

Please **MAIL** the diploma to:

Address: _____

City: _____ State: _____ Zip: _____

Part D: Student Signature

Student Signature (required): _____ **Date** _____

Office of the University Registrar Processing

Date Received: _____ Staff Member (initial) _____ Payment Included (Y/N) _____

Degree: _____ Completion Term: _____ College: _____ Level of Honors: _____

Date Processed: _____ Staff Member (initial) _____