



# REPLACEMENT DIPLOMA REQUEST

Office Of The Registrar  
uaf-degree-services@alaska.edu  
Po Box 757495, Fairbanks, Ak 99775-7495  
Tel: 907-474-6300 / 877-474-6046 Fax: 907-474-1590

RECEIVED

P \_\_\_\_\_

Office use only

Please provide your full name that is currently on record with the Office of the Registrar OR the last name officially on file when you graduated. Students may change their name by completing a UA Change Form (available online at [www.uaf.edu/reg/forms.php](http://www.uaf.edu/reg/forms.php) under Miscellaneous) and providing required official documents. Former or current UA employees must contact Human Resources for name changes. Please submit completed form to the Office of the Registrar.

CONTACT INFORMATION

Previous Names Used \_\_\_\_\_

First	Middle	Last or family name (please give your full legal name)	UA Student ID
Current mailing address		City	State
		Zip/postal code	Available until
Date of birth	Phone (include area code)	E-mail	

Billing address (if different from mailing) \_\_\_\_\_

DIPLOMA NAME

PLEASE PRINT YOUR NAME EXACTLY AS IT WOULD APPEAR ON THE DIPLOMA.

Name on Diploma \_\_\_\_\_

E-mail to send electronic copies to  
(If left blank, electronic copies will be sent to your alaska.edu email)

APOSTILLE

Will your diploma require Apostille? Yes No

What country is your Apostille for? \_\_\_\_\_

Do you require an apostilled transcript with the diploma? (\$20 additional fee) Yes No

### APOSTILLE FOR FOREIGN COUNTRIES

Diplomas requiring Apostille are mailed via USPS to the Lieutenant Governor's office in Juneau for the additional authentication. For more information visit:  
<https://ltgov.alaska.gov/notaries-public/authentications-and-apostilles/>

DEGREE INFORMATION

### DEGREE INFORMATION

1. Degree or Certificate Earned: \_\_\_\_\_  
(Indicate if CERT, AA, AS, AAS, BA, BBA, BS, MA, MBA, MS, PHD, etc.)

2. Degree or Certificate Earned: \_\_\_\_\_  
(Indicate if CERT, AA, AS, AAS, BA, BBA, BS, MA, MBA, MS, PHD, etc.)

Major: \_\_\_\_\_

Award Date: \_\_\_\_\_

Major: \_\_\_\_\_

Award Date: \_\_\_\_\_

COST AND PAYMENT

ORDER INFORMATION		PAYMENT INFORMATION	
Quantity	Cost per copy	Total	To pay by Visa or Mastercard, please use this link: <a href="https://epay.alaska.edu/C21563_ustores/web/product_detail.jsp?PRODUCTID=6791&amp;SINGLESTORE=true%20-">https://epay.alaska.edu/C21563_ustores/web/product_detail.jsp?PRODUCTID=6791&amp;SINGLESTORE=true%20-</a>
	Digital and Paper Diploma - \$25		Check: _____ Amount: _____
	Transcript for Apostille - \$20		Received by: (Office staff, please initial here)
Notes: (office use only)			

Signature (required)

Date