



Registrar's Office
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Duplicate Diploma Request Form

Print this form then complete and sign your name. (Request cannot be completed without signature authorizing release of information).
Email, fax, or mail completed form along with \$15 per copy of duplicate diploma fee to the email address, fax number or mailing address below. Duplicate diploma orders take approximately three to four weeks from date payment is processed.

NMU IN: _____ Street Address: _____
First Name: _____ MI: _____ Street Address: _____
Last Name: _____ City: _____
Former Name(s): _____ State: _____ Zip Code: _____
Date of Birth: _____ NMU Start Date? (Month/Year): _____
Email Address: _____ NMU End Date? (Month/Year): _____

Duplicate Diploma Requesting:

Certificate Date of Graduation: _____
 Associate Degree Date of Graduation: _____
 Bachelor Degree Date of Graduation: _____
 Master Degree Date of Graduation: _____

Name as you would like it to appear on diploma:

(Must be legal name, [documentation required](#), if not on file with NMU).

Number of Copies (@ \$15.00 each): _____ Total Enclosed: _____

Payment enclosed:

Check Master Card Visa Discover

Credit Card Number: _____

CSC/CVV Number: _____

Expiration Date: _____

Signature: _____ Date: _____

(Signature Required for release of diploma and authorization to process credit card payment.) I understand that my diploma will not be released if any financial obligations to NMU have not been satisfied.