



# Replacement Diploma Request

Students who wish to request a replacement diploma must complete and sign this form. A replacement diploma may be issued for a deceased student with valid documentation of the student's death. To complete the order and submit the \$30 replacement diploma fee for each diploma requested, go to the following site after the form is submitted:

[https://secure.touchnet.com/C22921\\_ustores/web/store\\_main.jsp?STOREID=203&SINGLESTORE=true](https://secure.touchnet.com/C22921_ustores/web/store_main.jsp?STOREID=203&SINGLESTORE=true)

Email form to [um.gradapply@maine.edu](mailto:um.gradapply@maine.edu) or mail to

Office of Student Records  
5781 Wingate Hall  
Orono, ME 04469-5781

## Student Information:

Last Name:

First Name:

Student ID Number:

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name at Graduation:

## Degree Information:

Name as it should appear on the diploma:

Degree earned:

Major(s):

Date of graduation:

Number of copies needed:

## Contact Information (to mail diploma):

Mailing Address:

City:

State:

Zip:

Telephone number: (      )      -     

Email:

\*\*Do you need the diploma notarized for international travel, certifications, or sponsorship?      Yes      No

## Diploma for Deceased student (include required documentation\*):

Requestor's Name:

Relationship to Student:

Reason for request:

\* A death certificate and documentation verifying requestor's relationship to deceased must be provided. This could be a form of a birth certificate or a legal document naming the requestor as the deceased's Personal Representative.

Signature:

Date: