



UNIVERSITY OF SOUTHERN NEVADA
DUPLICATE DIPLOMA ORDER FORM

The University of Southern Nevada (USN) issues only one diploma to each student. Only under special circumstances will a one-time request for a diploma be re-issued. The reissued diploma will be printed exactly as the original except the current officers signatures will appear. No name changes will be honored on previously issued diplomas. The diploma will be marked with 'Duplicate Diploma'.

- Please enclose a check or money order (no cash) to the address on the form. Also enclose a clear copy of a government issued photo ID.
Upon receipt of the form and fee it will take 6-8 weeks for arrival of your diploma.
If you have questions pertaining to your order please call the Registrar's Office at (702) 968-2029 or email at registrar@usn.edu.

Reason for Reissue: (Please check one):

- Fire/Theft /Loss: Please provide a copy of the insurance claim and/or police report if available. Be aware the statement "Duplicate Diploma" will appear on the diploma. A fee of \$100.00 will be charged.
Damage: The damaged diploma must be returned to the Registrar's Office along with the \$100.00 fee.

PLEASE PRINT LEGIBLY

Student Name: First Middle Last
USN ID#: Dates of Attendance to
Program: Year graduated:
Date of Birth: / / USN Email:
Address:
Telephone Number: ( ) Cell Home Work/Evening

I have enclosed the \$100.00 fee (check or money order made payable to the University of Southern Nevada) and any necessary documentation, including a clear copy of my government issued photo ID.

Signature: Today's Date:

Send Request to: University of Southern Nevada or fax to: (702) 968-1643
Office of Registrar and Student Services
Attn: Duplicate Diploma
11 Sunset Way
Henderson, NV 89014

OFFICE USE ONLY
Date Received Date Mailed Student Pickup