



NC Central
UNIVERSITY

Duplicate Diploma Order Form

North Carolina Central University

Attn: Office of the University Registrar
Shepard Administration Building, Room 102
1801 Fayetteville St.
Durham, NC 27707
Phone: (919) 530-6654 Fax: (919) 530-7974

Diploma: \$25 per diploma Postage Fee: \$10 per diploma
To Pay by Phone, call (919) 530-6234 or (919) 530-6209
Please allow at least 2 weeks processing time.

Name on Record _____

_____ Last _____ First _____ Middle _____
Banner ID # _____ Date of Birth ____/____/____ Daytime Phone: (____)-_____

Email: _____ Degree: _____ Major: _____ Graduation Date: _____

Honors: _____

I am requesting a: ____ Replacement Diploma (Name Change) ____ Duplicate Diploma (No Changes)

If requesting a Replacement Diploma, change name to:

_____ Last _____ First _____ Middle _____

If you are requesting a name change, please complete and submit the [Change of Personal Information Form](#) before completing this form.

Diploma to be: Picked up from the Registrar's Office **OR** _____ Mailed to the following address:

Mailing Address: _____

Copies Requested: ____ (x \$25 per diploma = ____) + (x \$10 postage fee = ____) = \$ ____ TOTAL

Payment Confirmation Number: _____

Student's Signature (required)

Date of Request

For Office Use Only

Date Order Received: _____

Date Fee Received: _____

Date Diploma Mailed: _____

Name of Registrar's Office Personnel Processing Request: _____