



**NC Central**  
UNIVERSITY

## Diploma Order Form

### North Carolina Central University

Attn: Office of the University Registrar  
Hoey 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) 530-6209 or (919) 530-6234**  
**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: (In-person pick-up is no longer an option) \_\_\_\_\_ Mailed to the following address:

Mailing Address: \_\_\_\_\_

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

Phone 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: \_\_\_\_\_