

### Student Information

NAME \_\_\_\_\_ STUDENT ID NO \_\_\_\_\_  
*Last First*

CURRENT MAILING ADDRESS \_\_\_\_\_  
*Street/Apt. No.*

\_\_\_\_\_  
*City State ZIP Code*

LOCAL PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Degree Information

DEGREE RECEIVED \_\_\_\_\_ GRADUATION DATE \_\_\_\_\_  
*(i.e., Master of Science in Computer Science)*

### Reason for Request

- Name Change
- Destroyed Diploma
- Damaged Diploma
- Lost/Stolen Diploma
- Other \_\_\_\_\_

- The fee for a duplicate diploma is \$50, payable by check or money order made out to Florida Tech. To pay by credit card, contact graduation@ft.edu.
- Florida Tech's policy allows issuance of one duplicate diploma.
- If you have a name change, submit a certified copy of an original marriage license, court decree, or passport, along with an address/name change form available online and from the Registration Center. Since the name on your diploma must be the same as the name in Florida Tech's database, your name will also be changed in our database.

***Please allow three weeks for processing***