

**A. Student Information**

Name \_\_\_\_\_ Student ID No. \_\_\_\_\_  
*(first) (last)*

Current Mailing Address \_\_\_\_\_  
*(street/apt. no.)*

\_\_\_\_\_  
*(city) (state) (ZIP)*

Local Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**B. Degree Information**

Degree Received \_\_\_\_\_ Graduation Date \_\_\_\_\_  
*(i.e., Master of Science in Computer Science)*

**C. Reason for Request**

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

- The fee for a duplicate diploma is \$25, payable by check or money order made out to Florida Tech.
- Florida Tech’s policy allows issuance of one duplicate diploma.
- “Duplicate” will appear at the bottom of the duplicate diploma.
- If you have a name change, submit a certified copy of an original marriage license, court decree, or passport. 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*