

OFFICE OF THE REGISTRAR

Diplomas > Duplicate or Replacement Diplomas

The UAA Office of the Registrar may, at his or her discretion, authorize the issuance of a replacement in certain limited cases. For example, a duplicate diploma may be issued in some instances of loss or damage to the original.

Duplicate diplomas will not be issued for name changes incurred by marriage and/or divorce. Your diploma is part of your Academic History. The name on your diploma will be your official name on file at the time you earned your degree/certificate.

All applicants for a placement or duplicate diploma must complete and return an [application for duplicate diploma form](#). Verification of your signature by a Notary Public is required. The applicant for a replacement diploma must provide a statement regarding the loss of or damage to the original that is satisfactory to the Registrar. Damaged originals must be returned to the UAA Office of the Registrar. Applicants seeking a replacement for a lost diploma must agree to return the replacement if the original is found.

Duplicate diplomas will be processed upon receipt of the completed application form and its attachments, including a check/money order/credit card order in the amount of \$25.00 (payable to the University of Alaska Anchorage) to cover costs. Please allow approximately 10 business days after you have placed your order for the diploma to be sent-certified mail.



UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • PO Box 141629 • Anchorage, AK 99514-1629 • Phone: (907) 786-1480

APPLICATION FOR DUPLICATE DIPLOMA

Your signature below must be notarized.

NAME: _____ DATE: _____
Last First Middle

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

UAA STUDENT ID: _____ SOCIAL SECURITY #: _____

PHONE: _____ EMAIL: _____

DEGREE: _____ DATE DEGREE WAS CONFERRED: _____

NAME ON ORIGINAL DIPLOMA: _____

REASON FOR REQUESTING A REPLACEMENT: _____

IS THE ORIGINAL DIPLOMA ENCLOSED? YES NO

IF NO, EXPLAIN WHY NOT: _____

PLEASE INDICATE THE DATE OF LOSS OF ORIGINAL: _____

I hereby certify that the above statements are true. I understand that UAA reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in the case of fraud. I enclose the original diploma if possible, check/money order for \$25.00 to cover the costs; and other documents as necessary. I agree (I) to return the replacement immediately if I ever find the original or (II) to inform the Registrar upon learning of the location of the original.

SIGNATURE DATE: _____

I hereby certify that this applicant has shown proof of identity sufficient to establish that he or she is the person named above.

NOTARY PUBLIC DATE: _____

My commission expires on: _____

SIGNATURE OF CARD HOLDER