

# Request for Duplicate Diploma

**Mail:** UNC at Pembroke  
Office of the Registrar  
P.O. Box 1510  
Pembroke, NC, 28372

OR: Fax: 910-521-6328

<b>UNCP ID</b>	<b>8</b>	<b>4</b>	<b>0</b>						
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Student Information	
(Your name will appear on your diploma as it does in our student information system records. If your name has changed since you graduated, you must complete a Name Change Request Form.)	
Full Name (as it should appear on your diploma)	
Name at time of Graduation	Date of Graduation TERM / YEAR
Major at time of Graduation	
Email Address	Telephone Address

Diploma Mailing Address		
Street Address/PO Box		
City	State	Zip Code

Degree Information	
Type of Degree	Honors Received
(BA) Bachelor of Arts	Summa cum Laude
(BM) Bachelor of Music	Magna cum Laude
(BS) Bachelor of Science	Cum Laude
(BSN) Bachelor of Science in Nursing	University Honors College
(BSW) Bachelor of Social Work	Chancellor's Scholar
(MA) Master of Arts	<b>FEES INCLUDE:</b> \$25.00 for Duplicate Diploma \$10.00 for Diploma Cover
(MS) Master of Science	
(MAE) Master of Arts in Education	
(MBA) Master of Business Administration	Duplicate Only
(MPA) Master of Public Administration	Duplicate & Cover
(MSA) Master of School Administration	Cover Only

<b>Student/Alumni Signature</b>		<b>Date</b>
<b>Cashier Signature</b>		<b>Date</b>

Office Use Only		
Semester Awarded Date	Degree Awarded Date	Major
Receipt Number	Date of Order	Staff Initials