



Duplicate Diploma Reorder Form

Student ID# _____

Last Name _____ First Name _____

Phone _____ Email _____

Check the degree that you completed: _____ Date Degree Was Earned _____

☐ BA ☐ BS ☐ BSW ☐ AA ☐ AS ☐ MAT

Major _____

Print your name exactly (including capitalization) how you would like it to be displayed on your Diploma

Name _____
First name Middle Last name

If the name to be printed on the Diploma differs from your name when you were a student (usually due to a name change), please provide us with your previous name and include documentation of the name change (marriage certificate, driver's license, etc) with your order.

Previous name at time of graduation _____
First name Middle Last name

Please check how you would like to receive your Diploma: ☐ **Mail** ☐ **Pick-up**

If you selected pick-up, we will hold your diploma in the Office of the Registrar until you can come and claim it. If you selected mail, please provide us with your complete current mailing address below.

Street _____ City/Town _____ State _____ Zip _____

The cost is \$60.00 per diploma and the normal processing time is 6-8 weeks.

Please include your check or money order made payable to Tougaloo College and mail to:

- Tougaloo College
- Office of the Registrar
- 500 West County Line Road, Tougaloo, MS 39174

Student Signature _____ Date _____

Processed by: _____ Date _____

07/2023