



**Point Park University
Office of the Registrar
201 Wood Street
Pittsburgh, PA 15222-1984**

REPLACEMENT DIPLOMA REQUEST FORM

This form is used to obtain a replacement diploma if the original has been lost, stolen or damaged for a fee of \$100.00. Please include cash, check or money order made payable to Point Park University. Complete the information below and return this form to the Office of the Registrar at address listed above. Since it may be impossible to duplicate the original, the new diploma will be issued in the format currently used and will bear the signatures of the current institute officers. The diploma will also indicate that the diploma has been reissued.

Select one of the following reasons for the replacement diploma:

Lost Damaged Stolen Other: _____

Please print your name clearly as it will appear on the diploma:

Name: _____
 First Middle Last

Former/Maiden Names: _____

(If you are requesting a diploma in a name other than the one in which your diploma was originally issued, you must provide documentation of name change e.g., copy of a marriage certificate, divorce decree, etc.)

Last four digits of SS #: _____ Birth Date: _____

Degree Awarded: _____ Date Awarded: _____

Contact Phone Number: _____ Email: _____

Address to which the diploma should be sent:

_____ Street City State Zip

Students Signature: _____ Date: _____