



REPLACEMENT/DUPLICATE DIPLOMA REQUEST

OFFICE OF THE REGISTRAR  
Florence Evans Hall  
PO Box 500  
218 N College Ave  
Rio Grande OH 45674-0500

**Replacement Diploma Policy**

- The name on the replacement diploma will be the same as the name printed on the original diploma, unless there is a legal name change. *If there is a legal name change, copies of any court documents must be returned with this request.*
- The replacement diploma will carry the **current** titles and signatures of all University officials.
- The notation "Official Replacement" will appear at the bottom of the replacement diploma.
- **The cost of the replacement diploma is \$10.00.** Check or money order should be made payable to the University of Rio Grande. Please allow six weeks for delivery of the replacement diploma. Send your request to the address above. Please call 740-245-7369 for assistance or e-mail [records@rio.edu](mailto:records@rio.edu).

**Please complete all information requested below.**

Name: \_\_\_\_\_

Degree: \_\_\_\_\_

Month/Date/Year Graduated: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Graduate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate the quantity requested: \_\_\_\_\_

~~~~~  
OFFICE USE ONLY

Staff initials & Date: \_\_\_\_\_ Payment type/amount: \_\_\_\_\_ Type of ID verified: \_\_\_\_\_