



Larkin University

Replacement/Duplicate Diploma Request Form

A replacement or duplicate diploma is printed in the current format showing the graduate's name, degree earned, date of graduation, and signature of the dean and provost/president at the time of the request. All other signatures on the diploma will be those incumbent university.

There is a **\$10** fee charged for each replacement/duplicate diploma requested. *(This fee is subject to change)*

Complete this form and submit payment on the University's website via the payment portal. Please attach or email confirmation of payment and return to the Registrar's Office, 2nd Floor Office# 2308. If this form is being submitted by mail, complete this form and send to:

Larkin University
Attn: Registrar's Office
18301 N. Miami Avenue, Suite 1
Miami, FL 33169

PLEASE ALLOW THREE WEEKS FOR DELIVERY

Name at the time of graduation: _____

Name you wish to have printed on your diploma: _____

(If this name is different from that displayed above, legal documentation must be submitted with this form)

Student ID:		Date of Graduation:	
Degree Awarded:		College/Program:	

Diploma Mailing Information: _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Email Address _____

This form may be submitted in person or by mail and confirmation of payment must be included.

Graduate's Signature: _____ Date: _____

For Office Use Only:

Request Approved Request Denied Reason: _____

Date Processed: _____ Date Mailed: _____ Date Pickup: _____

Registrar's Office
18301 N. Miami Avenue | Office: 2308 | Miami | Florida | 33169
Ph. 305.760.7514 | Fax 305.760.7450 | dgivens@ularkin.org