

# Replacement Diploma Order Form

Please print and complete form below. Each replacement diploma is \$29. Please send a check or money order made out to Miami University for the full amount – we are unable to accept cash or credit cards. Order forms must be mailed with payment to the following address:

**Office of the University Registrar  
Commencement  
301 S. Campus Avenue #106  
Oxford, OH 45056**

NAME ON ORIGINAL DIPLOMA \_\_\_\_\_

ID# (SS# or Banner ID# or unique ID) \_\_\_\_\_

DEGREE \_\_\_\_\_

DEGREE DATE \_\_\_\_\_

HONORS AWARDED (if applicable) \_\_\_\_\_

PHONE NUMBER (daytime) \_\_\_\_\_

EMAIL ADDRESS (in case of any questions) \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Allow 3 to 6  
weeks  
following  
request)

\_\_\_\_\_

\_\_\_\_\_

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## Reason for Replacement Diploma(s):

\_\_\_\_\_ a. My original diploma was lost.

\_\_\_\_\_ b. My original diploma was destroyed. (Please return remains of original diploma.)

\_\_\_\_\_ c. My original diploma was never received.

\_\_\_\_\_ d. Need replacement diploma for Apostille purposes. (Please select from options below.)

\_\_\_\_\_ Please mail to Ohio Secretary of State. All necessary documents are attached, including prepaid envelopes/mailing labels.\*

\_\_\_\_\_ Please mail back to me and I will handle the additional signatures as needed.

\_\_\_\_\_ e. Need original diploma notarized for Apostille purposes – Does not require \$29 fee. (Please select from options below.)

\_\_\_\_\_ Please mail to Ohio Secretary of State. All necessary documents are attached, including prepaid envelopes/mailing labels.\*

\_\_\_\_\_ Please mail back to me and I will handle the additional signatures as needed.

\_\_\_\_\_ f. My name has been legally changed, and I am requesting that my name be changed on the diploma.  
(Please return original diploma and legal documentation of name change)

\_\_\_\_\_ to \_\_\_\_\_  
Name on original diploma Name to be printed on new diploma

**\*Additional information regarding requests to be sent from Miami University to the Secretary of State** – Make sure you visit the State of Ohio’s website or call them to make sure you have all the proper documents printed and ready to go before you send your request to us, whether it is to notarize your original diploma or to request a replacement be made. The website for the State of Ohio is <https://www.ohiosos.gov/records/apostilles-certifications/>. Orders to be sent directly from our office to the Secretary of State will need two prepaid envelopes/labels included – one from our office to the Secretary, and one from the Secretary to the student.