

# TRINE UNIVERSITY DUPLICATE DIPLOMA REQUEST FORM

Please note there is a **4-5 week processing time** for duplicate diploma orders.

Date of Request: \_\_\_\_\_

Copies Requested: \_\_\_\_\_

<b>Social Security Number</b>	<b>Phone</b> (    )	<b>Trine ID#</b>	<b>Date of Birth:</b>
<b>Student Name</b>			
Last:	First:	MI:	Former Name:
Current Address:			
City, State, Zip			
Major Field of Study:		Degree Awarded:	
Dates of Attendance:			
To:	From:		
<b>Student Signature is required:</b>			

<b>Please print complete mailing address of where the duplicate diploma is being sent.</b>
To:
Street Address:
City, State, Zip:

<b>Payment</b>
There is a \$25.00 charge per duplicate diploma.
<input type="checkbox"/> Cash
<input type="checkbox"/> Check/Money Order - <i>Please make payable to Trine University</i>
<input type="checkbox"/> Credit Card – <i>Please make credit card payment online at <a href="https://myportal.trine.edu/ics">https://myportal.trine.edu/ics</a> and select Pay Online.</i>
<i>For online payment validation please list the name on the credit card and payment date below.</i>
Name on Credit Card _____ Payment Date _____
<b>Mail or fax requests to the following:</b>
Trine University Office of the Registrar 1 University Avenue Angola, IN 46703-1764
<b>260.665.4221 Fax</b>