



Office Use Only:
B: _____
Admit Year: _____
Received by: _____
Received Date: _____
Student ID Verified: _____

REQUEST FOR DUPLICATE OR REPLACEMENT DIPLOMA

All duplicate diplomas will be stamped: *“Issued as Duplicate of Original Diploma”*.

EFSC cannot reissue a diploma as an original unless the original diploma is returned.

- This form must be submitted to request duplicate or replacement diplomas.
- If submitting this form digitally, SAVE THIS FORM BEFORE SENDING. DO NOT LEAVE FIELDS BLANK. INCOMPLETE FORMS WILL CAUSE DELAYS.
- Send as attachment from your student account to graduation@easternflorida.edu or upload to the Student Dropbox.
- Fees will be assessed within 1-2 business days and must be paid before release of documents. You may pay via your myEFSC account.

Please check one:

- I am requesting a duplicate diploma.
- I am requesting a replacement diploma with a name change.
 - **If Name Change:** You must include a copy of photo ID and an EFSC [Change of Biographical Information form](#). (link to form also below) All duplicate diplomas with legal name changes will be stamped: “Issued as Duplicate of Original Diploma with Legal Name Change”.

Student ID:		Date of Birth:	
Last Name:	First Name:	Middle Name	Suffix
Address:			Apartment #:
City:	State:	Zip Code:	
Phone Number:		E-mail:	
Name to be on your diploma:			

Degree/Certificate Awarded:
Month & Year Awarded:
Name at time of Degree/Certificate:
Please list all previous names:

- Please submit a \$20 fee payable to Eastern Florida State College for each duplicate or replacement diploma.
- Allow 4-6 weeks for delivery, unless this form is submitted at the same time as the original *Intent to Graduate* application.
- If you have not been in attendance since fall 2000, you must submit this form along with payment to: Eastern Florida State College, Office of the Registrar, 1519 Clearlake Rd, Cocoa FL 32922. Archived records may take longer to locate.

Student Signature:	Date:
Amount Enclosed:	Number of Copies:

Change of Biographical Information form: <https://www.easternflorida.edu/admissions/documents/admissions-change-info.pdf>