



OFFICIAL DIPLOMA REPRINT REQUEST

Instructions: Submit the completed form along with payment to the Office of Alumni Relations via email, fax or mail. We accept a check made payable to the University of Baltimore Alumni Association or you may pay by credit card. The information on this form will be verified by the UB Records Office, and then sent to the diploma printing company. ****If your request involves special directions or you have a concern about turnaround time, please call 410.837.6131.*** Email alumni@ubalt.edu. Fax: 410.837.6255. Mail: 1130 N. Charles St., Baltimore, MD 21201.

Diploma Reprint Options (check one):

Standard – 15 x 12 (\$25 total)

*A standard diploma request takes approx. 4-6 weeks and is shipped via direct USPS mail without a tracking number.

Rush – 15x12 (\$45 total)

*A rush diploma request ensures a 2-week turnaround and is shipped via UPS ground with a tracking number. A diploma shipped via UPS cannot be delivered to a PO Box.

Name (when attending the University of Baltimore):

Last _____ First _____ MI _____

Name on diploma (as you'd like it to appear on your diploma):

Last _____ First _____ MI _____

NOTE: If you are indicating a name change, please enclose a brief statement signed by you, noting both your previous and new name. In addition, include a photocopy of one form of legal documentation (i.e., driver's license, marriage certificate, court documents, etc.) verifying the new name.

Date of Birth: _____

Do you have any outstanding payments with the Bursar's Office? YES NO

(If you marked yes or you are unsure, please contact the Bursar's Office at 410.837.4848.)

Current Home Address:

Street Apartment

City State Zip Code

Telephone (indicate if this is your home, cell or work number): _____

Email Address (indicate if this is your work or personal email): _____

Diploma Mailing Address (if different than your current address) **NOTE:** UB's diploma provider ships standard diplomas via USPS mail. Since they are not sent via certified mail, a signature at the time of delivery is not required. It is your responsibility to pick up your mail. We will not be able to provide you with a tracking number unless this is a rush request. Diplomas are sent in shipping tubes.

Street

Apartment

City

State

Zip Code

GRADUATION INFORMATION -- I graduated from the:

- University of Baltimore
- Mt. Vernon School of Law

I received my degree from the:

- School of Law
- Robert G. Merrick School of Business
- Yale Gordon College of Liberal Arts
- Yale Gordon College of Arts and Sciences
- College of Public Affairs

What diploma are you requesting ?

- Undergraduate
- Graduate

- I would like my concentration printed on my diploma.*
- I received an LL.B. degree and now wish to receive a J.D. diploma.*

Honors received: Summa Cum Laude Magna Cum Laude Cum Laude

Graduate's Signature: _____

Credit Card Payment (If emailing this form, please call 410.837.6131 to provide credit card information):

Card Type: Visa MasterCard American Express Discover

Name on Card: _____

Card Number: _____

Expiration Date: _____ CVV2# (3 digit code): _____

Billing Address (if different from current home address):