

OFFICE of THE REGISTRAR

Replacement Diploma Request Form

A graduate may order a replacement copy of his/her degree: **Mailed Copy \$40, Picked-up Copy \$32**
(Degree reprint request require eight (8) to ten (10) weeks to process)

All information must be provided in order to process request.

Banner ID # _____ (if unknown last 4 of SSN#): _____

Name on University Records at the time of graduation:

First _____ Middle _____ Last _____ Suffix _____

Degree Award Date: _____ Degree Awarded (BS, BA, MA, MSA, etc.): _____

Major: _____

Reason for Duplicate Request: _____

Delivery Method (select one)

_____ Pick up (Open Monday - Friday 12:00 pm - 4:30 pm) _____ Mail (Provide address below)

Mail to Address: _____

Email Address: _____ Daytime Phone #: _____

Signature: _____ Date: _____

Note: Degrees will not be released if holds exist on the account.

Payment:

- Bring or mail this form to the address below. Payments can be made in person with a debit or credit card at the University Cashier (open 8:30 am until 12:30 pm daily). Payments can be made on-line @ <https://ecs.u.edu> **QUICK LINKS**, Click University Offices, Division of Business and Finance; Click Online Miscellaneous Payment Form. For more information call 252.335.3207.
- Money orders, Personal or Cashier checks can be mailed to the address below. Make checks payable to: Elizabeth City State University.

Registrar's Office USE ONLY

Processed by: _____

Date processed: _____

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1704 Weeksville Rd. | Campus Box 953 | Elizabeth City, NC 27909 | 252-335-3300 | Fax: 252.335.3729