Replacement/Additional Diploma Request Form

1. There is a $15.00 non-refundable fee per certificate/degree requested. Payment can be remitted to the Office of the Registrar or the Business Office in the form of money order, check, or credit card. Cash payments may be made at the UHH Business Office only.
2. The name to be printed on UHH Replacement Diplomas is the name under which you had completed your degree requirements.
3. Please note that we may not be able to provide an exact replication of your original diploma. Replacement/Additional diplomas will have the word "DUPLICATE" engraved on them.
4. Separate applications are required for each degree or certificate.

I have read the above and indicate my understanding by affixing my signature.

_____ _____
Signature Date

Print Name:

_____ _____ _____
Last First Middle

Current Address:
_____
_____
_____

Phone Number:
(_____)_____
Area Code Number

Email Address: _____

☐ I would like my diploma to be mailed to the current address above

Student ID#:_____

I am requesting to replace:

_____
Degree/Subject Certificate Major Received (Semester and Year Graduated)

No. of Copies Requesting: _____

☐ Hold diploma for pick-up
Please provide authorization letter if you are authorizing someone else to pick-up your diploma

PLEASE MAIL OR FAX THIS FORM TO:

University of Hawaii at Hilo-Office of the Registrar
200 W. Kawili Street
Hilo, Hawaii 96720
Fax: (808) 933-0862