

University of Houston Clear Lake

Duplicate Diploma Request Form

Submit to **Academic Records**: Fax: 281-283-2530 Address: 2700 Bay Area Blvd, Houston, Texas 77058 Phone: 281-283-2484
Or submit in person to the **Student Assistance Center (SAC)**, Room 1102 Student Services & Classroom Building

IMPORTANT: PLEASE PROVIDE COMPLETE INFORMATION FOR EACH ITEM

Full name as printed on diploma: (If different from name on student record, please provide proof of legal name. Acceptable documents are driver's license, birth certificate, marriage license, or court ordered name change.)

Degree Received: _____

Major/Plan: _____

Example: Accounting or Computer Engineering

Date Degree Conferred: _____

Payment for \$25.00: Check Money Order

Please select one of the following:

WILL PICK UP – provide phone number _____

PLEASE MAIL – provide mailing address below

STUDENT SIGNATURE

DATE

STUDENT ID NUMBER

PHONE NUMBER

<p>Records Office Use only Initials: _____ Date: _____</p>
