



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

# Duplicate Diploma Order Form

OFFICE OF THE  
UNIVERSITY REGISTRAR

The University of Tennessee, Knoxville will be unable to process your Duplicate Diploma Order if you have any holds on your university account. **The University does not accept cash or personal checks for duplicate diploma orders.** Please make your cashier check or money order payable to **The University of Tennessee.** It will take approximately 6 weeks for you to receive the diploma.

The cost of each duplicate diploma is **\$25.00**. The size of the diploma will be 17" x 14".

Mail this form and your cashier check or money order to:

Office of the University Registrar  
The University of Tennessee, Knoxville  
Attention: Teresa Gilbert  
209 Student Services Building  
Knoxville, Tennessee 37996-0230

Date \_\_\_\_\_

Name on Academic Record \_\_\_\_\_

Name to be on diploma \_\_\_\_\_

9-Digit Student ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Degree Title \_\_\_\_\_

Term of Graduation \_\_\_\_\_

Mailing Address for Diploma

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

## FOR OFFICE USE ONLY

Payment: Cashier Check or Money Order. CC/MO Number \_\_\_\_\_

College \_\_\_\_\_ Institutional Honors \_\_\_\_\_

Chancellor's Honors Program \_\_\_\_\_ Haslam Scholars Program \_\_\_\_\_

Graduation Date \_\_\_\_\_ Year of the University \_\_\_\_\_

If no charge, reasoning: \_\_\_\_\_

\_\_\_\_\_