



Diploma Order Form

North Carolina Central University

Attn: Office of the University Registrar
Hoey Administration Building, Room 102
1801 Fayetteville St.
Durham, NC 27707
Phone: (919) 530-6654 Fax: (919) 530-7974

Diploma: \$25 per diploma Postage Fee: \$10 per diploma
To Pay by Phone, call (919) 530-6209 or (919) 530-6234
Please allow at least 2 weeks processing time.

Name on Record _____

_____ Last _____ First _____ Middle _____
Banner ID # _____ Date of Birth ____/____/____ Daytime Phone: (____)-_____

Email: _____ Degree: _____ Major: _____ Graduation Date: _____

Honors: _____

I am requesting a: ___Replacement Diploma (Name Change) ___Duplicate Diploma (No Changes)

If requesting a Replacement Diploma, change name to:

_____ Last _____ First _____ Middle _____

If you are requesting a name change, please complete and submit the [Change of Personal Information Form](#) before completing this form.

Diploma to be: ___Picked Up from Office of the University Registrar OR ___Mailed to the following address:

Mailing Address: _____

Copies Requested: ___ (x \$25 per diploma = ___) + (x \$10 postage fee = ___) = \$___ TOTAL

Phone Payment Confirmation Number: _____

Student's Signature (required)

Date of Request

For Office Use Only

Date Order Received: _____

Date Fee Received: _____

Date Diploma Mailed: _____

Name of Registrar's Office Personnel Processing Request: _____