

REPLACEMENT OR DUPLICATE DIPLOMA ORDER FORM



Office Use Only

Date Received:

Initials: _____

OFFICE OF THE REGISTRAR

POST OFFICE BOX 8104 ✦ 300 COLLEGE STREET, NORTHEAST
ORANGEBURG, SC 29117-0001 ✦ (803) 536-7185 ✦ FAX: (803) 536-8602

Instructions: Complete this form with all applicable information. Sign and return this form along with the appropriate fee (\$50 per copy) or proof of payment and Driver's License or Picture Identification Card to the Registrar's Office. SC State University does not accept personal checks for payment. The approved forms of payment for fees are credit/debit card, cashier's check or money order. Credit/debit card payments must be paid in the Cashier's Office, (803) - 536-8546.

NOTE: The replacement degree will include the most recent administrative signatures of the South Carolina State University President, South Carolina Governor and Chairman of Board of Trustees. These signatures may differ from your original based on the issuing date, but should still be deemed as official.

Please Print or Type:

Campus Wide ID	Name (Last, First, M.I.)	Semester ☐ FALL ☐ SPRING ☐ SUMMER	Year
Email Address	Degree	Major	
Phone Number(Daytime)	Diploma Mailing Address (Street, City, State and Zip)		

☐ Mail the Diploma to the address above or ☐ I will pick up the Diploma in Person with Proper ID

Student Signature

Date

This form may be mailed to the Registrar's Office, P. O. Box 8104, 300 College Street, NE, Orangeburg, SC 29117 or you may fax this form to (803) 536-8602 and pay by credit/debit card by calling the Cashier's Office at (803) 536-8529.

Receipt Number: