UNIVERSITY OF HAWAII AT HILO
REQUEST FOR REPLACEMENT/ADDITIONAL DIPLOMAS

1. There is a $15.00 non-refundable fee per certificate/degree requested (see below for more information)
2. Please note that we may not be able to provide an exact replication of your original diploma. Replacement and Additional diplomas will have the word "DUPLICATE" engraved on them.
3. The name that will be printed on the Replacement/Additional diploma will be the name under which you completed your degree requirements.
4. Please indicate the amount of diplomas you are requesting in the lines provided with "English or Hawaiian".

Type of Diploma(s) Requesting:

☐ New Diploma Request — English _____ (provide # of copies requesting)
☐ Replacement Diploma — Hawaiian _____ (provide # of copies requesting)

1. **Check the degrees/certificates for which you request an additional diploma:**

☐ BA Degree (specify) _____
☐ BS Degree (specify) _____
☐ BBA Degree (specify) _____
☐ Teaching Certificate (specify) _____
☐ Master's Degree (specify) _____
☐ Doctoral Degree (specify) _____
☐ Campus Based Certificate(s) (specify) _____

I graduated in: _____ _____
Semester Year

2. Enclose a check or money order made out to the **UNIVERSITY OF HAWAII AT HILO** or complete the credit card form. (Form behind) The fee is $15.00 for each additional diploma you request

Total Number of Diplomas Requesting: _____ (x) $15.00 = $ _____
Amount Due

3. **Request submitted by:**

_____ _____
Name Student ID Number

_____
Address

_____
City State/Country Zip Code

Telephone Number: (_____) _____ Email Address: _____

Signature: _____ Date: _____

Complete and mail or fax this form to:
University of Hawaii at Hilo
Office of the Registrar
200 West Kawili Street
Hilo, HI 96720-4091Fax: (808) 933-0862