



**Office of the Registrar**  
 601 West Lombard Street, Suite 240  
 Baltimore, MD 21201  
 410-706-7480 TEL | 410-706-4053 FAX  
 registrar@umaryland.edu  
 www.umaryland.edu/registrar

## Request for Reissued Diploma/Certificate

Alumni, who have been awarded a degree or certificate from the University of Maryland, Baltimore (UMB), may use this form to request a reissued diploma or certificate. A reissued diploma or certificate will reflect your original name, degree/certificate and conferral date; however, the style and size of the document as well as the signatures of University officers will reflect the current standards in place at the time your request is fulfilled. A request for a change of name on the diploma/certificate will only be honored if legal documentation is provided. Please contact the Office of the Registrar for more information about the legal documentation that is required for name changes.

A fee of \$55.00 is charged for each reissued diploma (14"W x 11"H), and a fee of \$45.00 is charged for each reissued certificate (11"W x 8.5"H). We accept major credit cards, checks and money orders. Please make check or money order payable to the "University of Maryland, Baltimore," and mail to: Office of the Registrar, University of Maryland, Baltimore, 601 W. Lombard Street, Suite 240, Baltimore, MD, 21201. We are able to process credit cards in person. Cash may only be accepted in person (**please do not send cash**). Requests will be processed once this form and payment are received. Please allow approximately 8-12 weeks to process your request.

Today's Date (mm/dd/yyyy): \_\_\_\_\_ Total Quantity of Reissued Documents Requested: \_\_\_\_\_

**Original** Name (full name) at the Time of Graduation: \_\_\_\_\_

**Current** Name (Name as you want it to appear on the reissued document)

First Name (Given Name): \_\_\_\_\_

Middle Name (Optional): \_\_\_\_\_

Last Name (Surname): \_\_\_\_\_

Student ID Number (@XXXXXXXX) or Last 4 Digits of SSN: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Mailing Address (including Apt/Unit/Suite): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Nation: \_\_\_\_\_

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

Conferral Date (mm/dd/yyyy): \_\_\_\_\_

School/Program Attended at UMB: \_\_\_\_\_

Degree/Certificate Awarded: \_\_\_\_\_

Was your degree awarded with honors (e.g., Latin honors: cum laude, magna cum laude, etc.)?  Yes  No

**Once your request and payment are received, you should expect to receive your diploma/certificate in approximately 8-12 weeks at the mailing address provided above.**

By signing below, you certify this request for a reissued diploma/certificate from the University of Maryland, Baltimore is not being submitted for any fraudulent purposes, and is in compliance with the Family Education Rights and Privacy Act (FERPA). You understand any reproduced diploma/certificate will be printed using the current document format and template available, and will reflect the signatures of the current University officers. You also understand the University reserves the right to request additional information or documentation, if necessary, to process this request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name: \_\_\_\_\_

FOR OFFICE USE ONLY
Payment received: _____ Degree/certificate verified: _____ Document(s) ordered: _____