

**UNIVERSITY OF HAWAI‘I AT MĀNOA**  
**REPLACEMENT OF DIPLOMA**

**BODD**

**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_ UH Number \_\_\_\_\_ - \_\_\_\_\_  
Family/Last First Middle

Other Name(s) you may have had while attending our institution: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
Address City, State (or Province if applicable), Postal Code (Nation if applicable)

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

**Name (first middle last ) in upper/lower case as it will appear on your diploma. Titles are to be excluded. Limit to 45 characters.**

**Important:** Acceptable names will be determined by your name on record with the University

SEMESTER OF GRADUATION: [ ] FALL [ ] SPRING [ ] SUMMER YEAR: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Specialization: \_\_\_\_\_  
(B.A., M.Ed., M.S., Ph. D, etc) (Accounting, Botany, etc) Graduate degrees only (EECB, CMNS, MB)

Undergraduate Distinction and/or Honors: \_\_\_\_\_  
(With Distinction, *With Honors, cum laude, magna cum laude or summa cum laude or cum laude with Honors, etc.*)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Duplicate diploma orders can take up to 14 weeks after the receipt of this form with the payment of the diploma fee(s).
2. The fee for each duplicate diploma is \$30, subject to change.

**REQUEST TO MAIL DIPLOMA**  
**(COMPLETE THIS SECTION ONLY IF DIPLOMA IS TO BE MAILED)**

**PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important:** Once we mail the diploma, it is considered released and we are not responsible for the delivery. The Mailing Address provided will be used for the purpose of mailing your diploma. You may update your mailing address and/ or permanent address on your records online on MyUH. You may also submit a written request to the Office of the Registrar.

**Registrar's Office Use Only**

Banner Term: \_\_\_\_\_ SHADEGR: \_\_\_\_\_ Fee (BODD) \_\_\_\_\_ Init/Date: \_\_\_\_\_

SHADIPL:Name \_\_\_\_\_ Mailing Address \_\_\_\_\_

Account Clear: \_\_\_\_\_ Date of Graduation (MM/DD/YYYY): \_\_\_\_\_