



Duplicate Diploma

Office of the Registrar

FAX: 575.562.2566 | Email: registrar.office@enmu.edu

ENMU Station 5 | 1500 S Ave K | Portales, NM88130

Steps:

1. Fill out the request form, print and sign
2. Submit fee to the cashier in the Administration Building or pay by phone with a credit card by calling 575.562.2619
3. Submit request form to the Office of the Registrar by Email, Fax or Mail
4. Order will be placed after request and payment are received, processing time is 6 to 8 weeks

Name as you want it to appear on the diploma

ENMU ID or SSN

Date of Birth

Degree (e.g. BA, BS, MBA)

Major

Graduation Date

Diploma mailing address

City

State

Zip Code

Phone Number

Signature

Date