



Duplicate Diploma Request

Office of the Registrar

Station 5 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2175 | Fax: 575.562.2566 | registrar.office@enmu.edu

Fees for ENMU-Portales Duplicate Diplomas

Duplicate Diploma	\$15
Express mail within the United States (overnight).....	\$25
Express mail international (provides tracking number)	\$60

Steps

1. Fill out, print and sign form.
2. Submit fee to the Cashier in the Administration Building (ADM) 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.

Name (as you want it to appear on the diploma): _____

ENMU ID or SSN(last four): _____ Birthdate: _____

Degree(s): Associate of Arts Bachelor of Arts Bachelor of Science Other (BBA, BUS, etc.): _____

Major: _____ Graduation date: _____

Diploma mailing address: _____
Address City State ZIP

OR

I would like to pick my diploma up. (You will receive a call at the number provided on this form)

Email address: _____

Phone number: _____

Signature: _____ Date: _____

Order will be placed after request and payment are received. Processing time is six to eight weeks. Please note that while ENMU does try to protect your diploma we are not responsible for damages incurred during the mailing process.

