



# Duplicate Diploma Request

Office of the Registrar | ENMU Station 5 | 1500 S Ave K | Portales, NM 88130  
Phone: 575.562.2175 | Fax: 575.562.2566

## Steps

1. Fill out the form, print and sign.
2. Submit fee to the Cashier in the Administration Building (Ad) 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 recieved, processing time is six to eight weeks.

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

ENMU ID or SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Degree (e.g. BA, BS, MBA): \_\_\_\_\_ Major: \_\_\_\_\_ Graduation date: \_\_\_\_\_

Diploma mailing address: \_\_\_\_\_  
Address City State ZIP

Phone number: \_\_\_\_\_

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

