



Duplicate Diploma Request

Office of the Registrar | Phone: 575.562.2175 | Fax: 575.562.2566 | portales.registrar@enmu.edu

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 damage incurred during the mailing process. Express orders are overnighted after processing time.

Fees for ENMU-Portales Duplicate Diplomas

Duplicate diploma (flat fee).....	\$15
Express mail within the United States (overnight) <u>plus</u> duplicate diploma fee	\$25
Express mail international (provides tracking number) <u>plus</u> duplicate diploma fee.....	\$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.

Requestor's Information

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

ENMU ID number or SS (last four): _____ Date of birth: _____

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

Major: _____ Graduation date: _____

How to Receive Duplicate Diploma

I would like to pick up my diploma. When it's ready, please call the number listed below.

Phone: _____ Email: _____

Please mail my diploma to the address listed below:

Mailing address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Signature

Requestor printed name

Requestor signature

Date