



Office of the Registrar
Request for Duplicate Diploma
Box 9000 Las Vegas NM, 87701
Phone: (505) 454.3233 Fax: (505) 454.3552
Email: registrar@nmhu.edu

Students Name: Last Name First Name MI

Date of Birth Student ID or Last 4 of SS#

Date Graduated Degree Received (BA/BS/MA) Major

Name as you want to appear on diploma

Mailing Address (where to mail diploma)

PO Box or Street Address City State Zip

Phone Number Email address

Student signature Date

Replacement Diploma Service Policy

- 1. This service is to re-print a diploma that has been lost, stolen, or damaged. FOR AWARDED DEGREES ONLY.
2. FEE POLICY: The charge will be \$15.00 for EACH diploma. Make personal/cashier's check, or money order payable to New Mexico Highlands University. Mail the request and payment to New Mexico Highlands University Attention Office of Registrar, Box 9000, Las Vegas NM 87701
3. If there is a change of name from the original diploma, please make the change above under "name as you want to appear on diploma".
4. ALL request must be authorized by the student's signature in accordance with the Family Educational Rights & Privacy Act of 1974. Requested by person other than the student will not be honored without the student's written permission.

FOR REGISTRAR'S OFFICE USE ONLY

Paid: Date:

Mailed: Date: