

Trinity University

## Replacement Diploma Request

1. The fee to replace the diploma is \$25.00 per diploma, payable by credit card online [here](#) or from the link on the Registrar's Office website: <https://inside.trinity.edu/registrar>. **The diploma will be mailed to the address provided during the online payment process.**
2. Please provide the information below to request a replacement or duplicate diploma. The request must be made by the degree recipient.

Full Legal Name: \_\_\_\_\_

(If different) Name while attending Trinity: \_\_\_\_\_

*\*This is the name that will appear on the diploma. If you've had your name legally changed and would like the new name to appear on your diploma, call the Registrar's Office at 210-999-7201 for further instructions.*

SS #: (last 4 digits) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Requesting a replacement for the following:

Degree(s) Earned: \_\_\_\_\_

Date(s) Awarded: \_\_\_\_\_

By signing or inserting my name below, I certify that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Telephone # \_\_\_\_\_

3. Please send this request form to [registrar@trinity.edu](mailto:registrar@trinity.edu) or mail to

Trinity University  
Office of the Registrar  
One Trinity Place  
San Antonio, Texas 78212

Allow approximately 5-10 business days for processing once the request form and payment are received.