



To request a duplicate or replacement diploma from University of Northwestern – St. Paul:

1. Print and complete this form.
2. Mail completed **form** and **\$10.00 check** payable to University of Northwestern – St. Paul to:

**Registrar’s Office**  
**University of Northwestern – St. Paul**  
**3003 Snelling Ave. N**  
**St. Paul, MN 55113**

First and last name _____	Previous name, if applicable _____	
Year of graduation from Northwestern _____	Birth date _____	Student ID <b>or</b> last 4 digits of SSN _____
Email address _____	Telephone number _____	
Print your name exactly as you wish it to appear on your diploma, including middle name or middle initial _____		
<b>Mail diploma to:</b> Name _____		
Address _____		
City, State, ZIP _____		
<div style="border: 1px solid black; padding: 5px;"> <p><b>Please indicate below the institution name under which you wish this diploma to be issued.</b></p> <p><small>(Please note: University of Northwestern – St. Paul changed its name from Northwestern College effective July 1, 2013)</small></p> <p> <input type="checkbox"/> Northwestern College                <input type="checkbox"/> University of Northwestern – St. Paul         </p> </div>		
Student Signature	<div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>	
<i>A pen-to-paper or authorized digital signature is required</i>		

<b>Office use only:</b> Date received: _____	Date mailed: _____
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