Loyola University New Orleans
Office of Student Records
Thomas Hall 204
6363 St. Charles Avenue – Box 2
New Orleans, LA 70118

REPLACEMENT DIPLOMA REQUEST FORM

Replacement diplomas are reissued for a fee of $25.00 each. Please include a check or money order payable to Loyola University New Orleans. Complete the information below and return to the Office of Student Records in Thomas Hall at the address listed above or email your signed request to sturec@loyno.edu.

Please print your name clearly as it will appear on the diploma:

Name:_____
First Middle Last

Former/Maiden Names:_____
If you are requesting a diploma in a name other than the one in which your diploma was originally issued, you must provide documentation of name change, e.g., copy of marriage certificate, divorce decree, etc.)

Reason for replacement:_____

LORA ID (or last 4 digits of SS#): _____

Degree Awarded:_____ Date Awarded:_____

Phone Number:_____ Email:_____

Address to which the diploma should be sent:

_____
Street/P.O.Box Apt # City State Zip

I hereby declare the above information is true and correct:

_____
Signature Date