



UNIVERSITY OF RICHMOND  
FOUNDED 1830

## DIPLOMA REPLACEMENT

Those graduates who are in need of a replacement diploma or an additional copy of their UR diploma, please note the following instructions. The charge for a replacement or duplicate diploma is \$75.00. To replace a lost or destroyed diploma complete the **Application for Replacement Diploma** available on the Web or at the Office of the University Registrar.

In the case of an additional copy of your diploma for legitimate professional purposes, a one-time request can be made; complete the **Application for Replacement Diploma** available on the Web or at the Office of the University Registrar. The duplicate diploma will have the word “COPY” and the date reissued inscribed at the right bottom of the document.

*Please note that diplomas are issued in the format currently used and bear the signatures of the present University and State officers.*

Once we receive your request we will forward the order to the printer, which will take 6 weeks to process; we will then mail your diploma to you immediately.

## STUDENT NAME CHANGE

*Current and former students may have the need to change the name associated with their academic records to accurately reflect the name by which they are known in the larger world. Typical reasons for a name change include marriage, divorce, naturalization, use of a variation of the name etc.*

If you have a legal name and request a diploma in that new name, your University of Richmond records will be changed to reflect that new name. After we do that your UR financial records, and your future academic transcripts will carry that new name.

In order to effect a name change, you will need to complete a **Name Change Affidavit**, provide acceptable documentation that shows your new name.

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**Acceptable documentation.** The following types of documents can be used:

- **Photographic documents that show the new name.** Typical documents: driver’s license; passport; alien registration card (Green Card)
- **Legal documents that show the former and new names.** Typical documents: marriage certificate; divorce decree, naturalization papers; court approval of name change.
  - Can be used to document name change for a complete change of first or last name
- **Notarized statement declaring two variations as representing the same person**
  - Can be used for a variation of the existing name, e.g. “John V. Brown” is the name on the UR records; “J. Vernon Brown” is the name requested

## **REPLACEMENT OF DIPLOMA DUE TO NAME CHANGE**

Those graduates who are in need of a replacement diploma of their UR diploma due to a name change, please note the following instructions. The charge for a replacement diploma is \$75.00. To replace the diploma because of a name change complete the **Application for Replacement Diploma** and the **Name Change Affidavit** available on the Web or at the Office of the University Registrar. Both forms must be accompanied by the appropriate legal documentation of the name change as well as the return of the original diploma. The new diploma will have the wording “copy reissued due to legal name change” and the date reissued at the bottom right of the document.

For further information concerning diplomas or replacement diplomas with name change, call 804-289-8639.