

**THE UNIVERSITY OF TEXAS  
SOUTHWESTERN MEDICAL CENTER  
SOUTHWESTERN GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
SOUTHWESTERN MEDICAL SCHOOL  
SOUTHWESTERN SCHOOL OF HEALTH PROFESSIONS  
(FORMERLY SOUTHWESTERN ALLIED HEALTH SCIENCES SCHOOL)  
PETER O'DONNELL JR. SCHOOL OF PUBLIC HEALTH**

**DIPLOMA REPLACEMENT** *(original diploma has been damaged, lost, destroyed or stolen)*

To obtain a replacement diploma, please complete the form below and mail it to the address provided. Upon receipt of and confirmation of the information provided, an email will be sent to your provided email address that will contain a link to pay the fee. The fee of \$75.00 is required to process a request for any replacement diploma or certificate. A replacement diploma or certificate will bear the current names of the officials in office at the time the replacement diploma is produced.

Date of Birth: \_\_/\_\_/\_\_\_\_

Official name while enrolled at UT Southwestern: \_\_\_\_\_

Print your name exactly as it should appear on the Diploma (include punctuation)

Current Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Doctor of	Master of	Master of	Bachelor of Science Certificate
<input type="checkbox"/> Medicine <input type="checkbox"/> Philosophy <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Applied Clinical Research	<input type="checkbox"/> Science <input type="checkbox"/> Science Clinical Sciences <input type="checkbox"/> Clinical Nutrition <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Genetic Counseling	<input type="checkbox"/> Physician Assistant Studies <input type="checkbox"/> Clinical Rehabilitation <input type="checkbox"/> Counseling <input type="checkbox"/> Radiation Therapy Prosthetics and Orthotics <input type="checkbox"/> Health Informatics	<input type="checkbox"/> Bachelor of Science <input type="checkbox"/> Certificate

Date original degree/certificate was awarded: \_\_\_\_\_

Original Diploma was:  Damaged  Lost  Destroyed  Stolen

**NOTARY STATEMENT – LOSS OF DIPLOMA**

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, the undersigned authority, a Notary Public in and for \_\_\_\_\_ County, State of \_\_\_\_\_ personally appeared \_\_\_\_\_ known to me, and who, after being duly sworn, deposes and states that the original diploma awarded by The University of Texas Southwestern Medical Center dated \_\_\_\_\_ has been lost, stolen or destroyed on or about the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ under the following condition \_\_\_\_\_ and further states that he existence or whereabouts of the original diploma is not known.

Signature \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Expiration

Revised 10.2.2023

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## **DIPLOMA REPLACEMENT**

Name: \_\_\_\_\_

### **ADDITIONAL INFORMATION**

1. If you are requesting a replacement diploma due to damage, please return the original diploma to the Office of the Enrollment Services. Once the original diploma is received, we will issue a replacement.
2. All requests for lost, stolen or destroyed diplomas must complete the Notary Statement.
3. The cost for a replacement \$75.00.
4. Upon receipt of this form, confirmation of the information provided, and completion of payment via a link emailed to the requester an order for a diploma reprint will be submitted to the applicable 3<sup>rd</sup> party service provider.

Do not hesitate to contact us at (214 648-3606) if you have not received your diploma within a reasonable amount of time (8 weeks minimum).

Mail this form, damaged diploma (if applicable) to:

**UT Southwestern  
Attn: Office of the Registrar  
5323 Harry Hines Blvd.  
Dallas, TX 75390-9096**