

# DUPLICATE DIPLOMA ORDER FORM

OFFICE OF THE REGISTRAR/STUDENT SERVICES



Roseman University of Health Sciences issues only one diploma to each student. Only under special circumstances will a one-time request for a diploma be reissued. The reissued diploma will be printed exactly as the original except the current officer's signatures will appear. No name changes will be honored on previously issued diplomas. The diploma will be marked with, "Duplicate Diploma." Once the duplicate diploma order has been placed, **it can take up to 6-8 weeks** for arrival. Notification will be sent once request has been processed.

### REQUIRED DOCUMENTATION

Enclose a clear copy of a government-issued photo ID.

### PAYMENT

**\$50.00** payment must accompany your request and can be any of the following:

- Check made payable to "Roseman University of Health Sciences."
- Money order made payable to "Roseman University of Health Sciences."
- Debit/Credit card (processing fee will apply) payment made online at: <https://roseman.diamondmindinc.com/>
- E-check payment made online at link above (no processing fees apply)

### SUBMISSION OPTIONS *Fax: (702) 968-1643 Email: [diploma@roseman.edu](mailto:diploma@roseman.edu)*

- **IN PERSON:** *Option 1:* Bring completed Form to the Registrar's Office (after having paid online)  
*Option 2:* Take Form to the Bursar's Office to make payment in person than bring to Registrar's Office
- **BY FAX:** Fax completed Form after having paid online (link above) to: (702) 968-1643 (online payment confirmation can be printed and included)
- **BY EMAIL:** Email Form after having paid online (link above) to [registrar@roseman.edu](mailto:registrar@roseman.edu) (online payment confirmation can be printed and included)
- **BY POSTAL MAIL:** Mail Form to the respective campus address after having paid online (link above) or with other form of payment (*not cash*):

**HENDERSON CAMPUS:** Roseman University of Health Sciences  
Office of the Registrar/Student Services  
Attn: Duplicate Diploma  
11 Sunset Way  
Henderson, NV 89014

**SOUTH JORDAN CAMPUS:** Roseman University of Health Sciences  
Office of the Registrar/Student Services  
Attn: Duplicate Diploma  
10920 S. Riverfront Parkway  
South Jordan, UT 84095

### STUDENT/ALUMNI CONTACT INFORMATION

Student ID # 0000 \_\_\_\_\_

Last Name	First Name	MI	Phone Number
Address		City	State
		State	Zip
Student Email Address @student.roseman.edu		Alternate Email Address	

### CAMPUS AND PROGRAM INFORMATION

HENDERSON CAMPUS     SOUTH JORDAN CAMPUS

<b>DENTAL:</b> DMD Class of 20____  <b>ORTHO:</b> AEODO Class of 20____	<b>MBA:</b> MBA Class of 20____	<b>NURSING:</b> <b>ABSN:</b> Feb, Class of 20____ April, Class of 20____ July, Class of 20____ Aug, Class of 20____ Oct, Class of 20____	<b>NURSING:</b> <b>BSN:</b> Class of 20____	<b>PHARMACY:</b> Pharm Class of 20____ Pharm/MBA Class of 20____
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### REASON FOR REISSUANCE

<input type="checkbox"/>	Fire/Theft/Loss (Please provide a copy of the insurance claim and/or police report if available)
<input type="checkbox"/>	Damage (Original diploma must be returned to the Registrar/Student Services Office)

### PROCESSING INFORMATION

<input type="checkbox"/>	Diploma to be mailed to address listed above
<input type="checkbox"/>	Diploma to be picked-up by me

**I have enclosed the necessary documentation, including a clear copy of my government-issued photo ID and payment of \$50.00 (no cash).**

**STUDENT/ ALUMNI SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Hand -signature required for processing)

### FOR BURSAR'S OFFICE USE ONLY

Date:	<input type="checkbox"/> Holds _____	Cash \$ ____	Check \$ ____	Debit/Credit \$ _____	Bursars's Initials:
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