ROSEMAN UNIVERSITY OF HEALTH SCIENCES

DUPLICATE DIPLOMA / CERTIFICATE ORDER FORM

OFFICE OF THE REGISTRAR

Send completed form along with a clear copy of a valid, government-issued photo ID to diplomas@roseman.edu

Graduates of Roseman University of Health Sciences may request an additional diploma or certificate beyond the original issued at the time of graduation. All reprinted documents will include the statement "Duplicate Diploma."

Please note that duplicate diplomas or certificates may not be exact replicas of the original, as they will reflect the signatures of current university officials. The Registrar's Office does not retain copies of diplomas or certificates on file. Please allow 3–4 weeks for processing.

A $50 fee is required for each duplicate request. Payment can be made at https://www.acipayonline.com/index.jsp. Select "Education Payments," then choose Nevada on the next page. Roseman University of Health Sciences should appear as an option. For payment-related questions, please contact the Bursar's Office at bursar@roseman.edu.

Roseman University considers the diploma a ceremonial document. Therefore, graduates may request to have their preferred name printed on the diploma instead of their legal name.

Student Information

Last Name _____ First Name _____ Middle Name _____

Preferred Last Name _____ Preferred First Name _____ Preferred Middle Name _____

Student ID or DOB _____ Roseman E-mail or Personal E-mail _____

Program: _____ **Campus:** _____

☐ 2nd Original Diploma/Certificate ☐ Duplicate Diploma/Certificate ☐ Diploma Cover Needed

Delivery Method: ☐ Pick-up ☐ Mail _____

Signature _____ **Date** _____

(Form must be signed for processing. Electronic, Typed and Handwritten Signatures Accepted.)

The Registrar reserves the right to deny placing a preferred name on a diploma for misuse, including but not limited to the use of derogatory and/or obscene names. The Registrar's decision can be appealed to the Vice President for Student Affairs. The Vice President for Student Affairs' decision shall be final.