



For Office Use Only

Posted By: _____ Date Posted: _____

Office of the Registrar

Replacement Diploma/Certificate Request

STUDENT INFORMATION

Student ID: _____ Name: _____
Last Name First Name Middle Name

Email: _____ Phone: _____

Date of Birth: _____ Graduation Date: _____
Month / Year

Name as it should appear on diploma/certificate: _____

DEGREE / DIPLOMA / CERTIFICATE INFORMATION

Select the Degree(s)/Certificate(s) for which a replacement is being requested

Undergraduate Degrees

- BA Arts
- BMUS Music
- BS Science
- BSBE Bioengineering
- BSCE Civil Engineering
- BSCHE Chemical Engineering
- BSCS Computer Science
- BSEE Electrical Engineering
- BSME Mechanical Engineering
- BSMS Materials Science
- BSMSNE Materials Science & Nano Eng

Undergraduate Professional Degree

- BARCH Architecture

Undergraduate University Certificates

- CCL Civic Leadership
- CEL Engineering Leadership
- LIC Language and Intercultural Communication

Graduate Degrees

- AD Artist Diploma in Music
- MA Arts
- MACCO Accounting
- MAGA Arts in Global Affairs
- MARCH Architecture
- MAT Arts in Teaching
- MAUD Arch in Urban Design
- MBA Business Admin
- MBE Bioengineering
- MCAAM Computational & Applied Math
- MCE Civil Engineering
- MCEE Civil & Environmental Engineering
- MCHE Chemical Engineering
- MCS Computer Science
- MCSE Computational Science & Engineering
- MEE Electrical Engineering
- MEECON Energy Economics
- MENVI Environmental Engineering
- MES Environmental Science
- MLS Liberal Studies
- MME Mechanical Engineering
- MMS Materials Science
- MMSNE Materials Science & NanoEng
- MMUS Music
- MS Science
- MSBHP Bioscience & Health Policy
- MSEADM Environmental Analysis & Dcsn Mkng
- MSNP Nanoscale Physics
- MSNS Nanoscale Science
- MSSG Subsurface Geoscience
- MSSPS Space Studies
- MST Science Teaching
- MSTAT Statistics

Graduate University Certificates

- DARCH Architecture
- DMA Musical Arts
- PHD Philosophy
- TAL Teaching and Learning
- WGS Study of Women, Gender and Sexuality
- GEM Gnosticism, Esotericism, and Mysticism

MAILING / PICK-UP INFORMATION

Pick-Up In Office (Free) Ship Diploma - Domestic (+\$30.00) Ship Diploma International (+\$50.00)

Name: _____

Street Address: _____ City: _____

State: _____ Postal Code: _____ Country: _____

ACKNOWLEDGEMENT AND SIGNATURE

The cost is \$50 per diploma/certificate ordered (plus applicable mailing costs identified above). Orders are not processed until full payment is received. We accept credit cards and electronic checks, and payment must be made online at OTRfees.rice.edu. Send completed order form via postal mail, e-mail (registrar@rice.edu), or deliver in person to: Office of the Registrar MS 57, 116 Allen Center, 6100 Main Street, Houston, TX 77005. Processing time is approximately 6-8 weeks.

Student Signature: _____ Date: _____