



Naropa University

Change or Reprint of Diploma Request

Naropa orders diplomas 3 times a year. Outside of this time frame, reprints cost extra. See below for details.

Student's Name _____ Date _____

Please print **exact legal name** you want to appear on your diploma. If your name has changed, you must include a copy of legal documentation for that change¹.

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Student ID Number

Social Security Number

Birth Date

Graduation Date

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Mailing Address

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City

State/Province

Zip

Country

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Telephone/Cellular Number

Email Address

Student's Signature _____

Please check all that apply:

The above address is: My New My Permanent Family Other: _____

Check one:

Check one:

<input type="checkbox"/> Diploma Reprint only: \$30.00 <input type="checkbox"/> Rushed ² Diploma Reprint only: \$50.00 <input type="checkbox"/> Diploma Reprint with Apostille³: \$40.00 <input type="checkbox"/> Rushed² Diploma Reprint with Apostille³: \$60.00 Country Name(s) _____ (required)	<input type="checkbox"/> Check/Money order enclosed ⁴ <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
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NOTE: If requesting an apostille, please enclose a separate check for the amount of \$5 made payable to the **Colorado Secretary of State**

Card Number _____ Expiration Date _____

Name on card _____ 3 digit code on back of card _____

Signature _____

For Naropa Office Use Only:	
DATE SENT _____	BY _____
DIPLOMA HOLD? _____	

1. Acceptable name changes for any former or active students includes:

- Passport
- Social Security Card
- Driver's License
- Court Name Change Document (court order)
- Marriage Certificates only are accepted if they indicate the new name in full, and this varies by state.

Unacceptable:

- Divorce decree
- Marriage license that does not indicate the whole new name
- Bank statements or utility bills
- Other non-federal forms of ID

2. Naropa orders diplomas from the external printing company used 3 times a year after conferring degrees for Fall, Spring, and Summer terms. Reprints will be filled during one of these orders, unless it needs to be rushed, resulting in a higher cost. Rushed means that the diploma will be ordered outside the three terms, but it will still take 2 to 3 weeks for the external printing company to process the request and mail the diploma.

3. Documents intended for use in a foreign country often require authentication or legalization with an Apostille or other certificate. This process certifies the authenticity of the signature and the capacity in which the notary or other public official who signed the document has acted. The signature and seal on the document will be verified through official records on file in the Office of the Secretary of State of Colorado. **NOTE: If requesting an apostille, please enclose a separate check for the amount of \$5 made payable to the *Colorado Secretary of State***

4. If mailing in a check or money order, please use the following address:

Naropa University
Attn: Assistant Registrar
2130 Arapahoe Ave
Boulder, CO 80302