



## Duplicated Diploma Order

Return to: Registrar's Office  
Bldg. 3 Rm. 309  
assistant.registrar@cei.edu

Complete this form and pay the \$30 non-refundable processing fee at the Cashiers Office. For further information of when the request will be processed, contact the Registrar's Office. If the program has been discontinued, CEI will not issue a replacement diploma.

### Student Information

Date of Application \_\_\_\_\_ CEI ID# \_\_\_\_\_

Full Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

### Diploma Information

Year & Term Graduated \_\_\_\_\_

Program & Degree \_\_\_\_\_

Name to be Printed on Diploma \_\_\_\_\_

Diploma Mailing Address \_\_\_\_\_

*By checking this box & submitting this form, I consent to providing my typed electronic signature in place of a handwritten signature.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For CEI Use

BO Comments \_\_\_\_\_

BO Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated 06.10.26