

Replacement of Diploma Request Form

- A "Replacement" can be requested ONLY ONCE.
- Processing a replacement request can take two to three months.
- The replacement diploma will bear the signatures of the current administration.
- Diploma replacement requests will not be processed for students with unpaid debts or other outstanding obligations to the University.
- Attach to this form a copy of your passport, a copy of your UAE ID if graduated before Fall 2013, and one of the following:
 - For replacing a lost original graduation diploma, you must attach a police report confirming the loss.
 - For replacing a damaged original graduation diploma, you must attach the damaged diploma.
- A replacement fee of 262.50 AED must be paid before submitting the form to the Office of the Registrar. For AUS accepted payment methods please visit www.aus.edu/sites/default/files/accepted_forms_of_payment_at_aus_jan_2022.pdf

Student's Name

Student's I.D.

Mobile Number

Requested Item:

- ☐ Replacement of a lost diploma
- ☐ Replacement of a damaged diploma

Semester Graduated (e.g., Fall2021)

Student's Signature

____/____/____
DD MM YYYY

- To be filled by the recipient upon collection of the replacement diploma:

Recipient's Name

Recipient's Signature

____/____/____
DD MM YYYY

Should you not be able to collect the diploma yourself, please send an authorization email to registration@aus.edu from your AUS or alumni email only.