

DLIFLC Degree Replacement Request

Replacement degrees are printed in the current format and will bear a statement indicating it is an official duplicate. All signatures appearing on the degree will be those of current officials of the Defense Language Institute Foreign Language Center. There are no fees for replacement degree printings.

Completed request forms contain PII and should only be submitted by mail to the address below or electronically through DoD SAFE at <https://safe.apps.mil> to:

**aa-degree@dliflc.edu for a replacement Associates Degree
OR
ba-degree@dliflc.edu for a replacement Bachelors Degree**

Please encrypt your file, and you will need to send a separate email with the encryption password.

Please allow 2-3 weeks for processing.

Defense Language Institute Foreign Language Center
ATTN: Degree Office
537 Lawton Road, Bldg 634, Room 11

NAME USED AT GRADUATION: (Last Name, First Name, Middle Name)			
NAME AS YOU WANT IT TO APPEAR ON THE DEGREE: (see below for name change info. ¹):			
SOCIAL SECURITY NUMBER ² :			
REASON FOR REPLACEMENT REQUEST:			
DATE OF DEGREE: (If unknown, leave blank)		LANGUAGE:	
DEGREE MAILING ADDRESS ³ :			
TELEPHONE NUMBER:			
EMAIL:			
GRADUATE'S SIGNATURE and DATE: (<i>Hand signature required or CAC e-signed through SAFE.</i>)			

1. In the event of a name change, you must also submit a copy of ONE of the following: Military ID, Driver's License or marriage/birth certificate. Military ID copy: Title 18, USC Part I, Ch 33, Section 701 "except as authorized under regulations made pursuant to law" and AR 600-8-14, para 1.8, "the cardholder may allow photocopying of their ID card to facilitate DoD benefits."
2. Privacy Act Statement: Authority Title 10, USC 3012 and Executive Order 9397. SSN is used as the personal identifier in locating your training records. Personal information provided above will solely be used to properly respond to your request. Failure to provide this information could result in the inability of DLIFLC to respond to your request.
3. The degree will be sent via U.S. Mail or Fedex. Hawaii, Alaska and all overseas addresses will be sent via U.S. Mail only.
Note: Replacement requests are approved on a case by case basis and may be denied. The size of the degree is now 8 1/2" x 11"