



# Replacement Diploma Request

453.09

Instructions: Please print and submit form to the Business Office.

Fee: \$75 per diploma (NO CHECKS)/Accepted: MasterCard, Visa, Discover, Certified Cashier's Check  
*Please note that Fees are non-refundable.*

Full Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Maiden/Other Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  This is a new address.

Degree Received	Year Graduated

Check all that apply:

- I will pick up the diploma.
- Standard mail delivery to address provided above.

Note:

- The diploma will state that it is "Certified and Reissued." It will not be a photocopy.
- Your name will appear just as it did on the original diploma.
- Please allow six to eight weeks for processing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

OFFICE USE ONLY

Business Office: Amt Received: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office: Ordered: \_\_\_\_\_ Mailed: \_\_\_\_\_ P/U: \_\_\_\_\_