

REPLACEMENT ORDER FORM

Degree/Certificate

Please Note: All duplicate diplomas and certificates will bear a 'Duplicate' stamp.

- 1 Date Submitted: _____ 2 Student ID#: 880 - _____ - _____
- 3 Name: _____
(Print your name exactly as you want it to appear on your degree/certificate)
- 4 Name on Previous Degree/Certificate – if different: _____
- 5 Mailing Address: _____
- 6 City, State, Zip: _____ 7 Phone #: (_____) _____
- 8 Email Address: _____ 9 Cell #: (_____) _____
- 10 Name of Degree/Certificate that was awarded to you: _____

11 Order:
Replacement

- Diploma/Certificate \$25.00 Diploma/Certificate Mailing Fee \$7.00
- Diploma Cover \$10.00

12 Please specify the total amount to be paid: \$ _____

Please note: Fees of duplicate copies must be paid before the duplicates will be ordered.

I understand that signatures on your original diploma or certificate cannot be reproduced unless they are currently in effect. Signatures appearing on our current diplomas and certificates are used on all currently issued requests. The date your original degree or certificate was issued will be indicated.

Signature

Date

Please allow approximately eight weeks from the date of order for processing.

FOR INTERNAL USE ONLY

_____ Dipl/Cert Ordered

_____ Dipl/Cert Mailed