



## REPLACEMENT DIPLOMA REQUEST FORM

The following information is required for all replacement diploma requests, along with a payment of \$30.00 and a copy of a national picture ID. **Incomplete requests will not be processed.**

Current Name \_\_\_\_\_ Attended as \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Degree: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ ID# (if known) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Needed: \_\_\_\_\_ (Allow 1 – 2 weeks for delivery. We will do our best to accommodate rush orders.)

Name as it is to appear on diploma: Must match legal name of \_\_\_\_\_ academic record.

\_\_\_\_\_

Address diploma should be mailed to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

*Signature Required*

Mail this signed request form along with the replacement fee of \$30.00 (check or money order made payable to Anderson University) to Anderson University, Office of the University Registrar, 1100 East Fifth Street, Anderson, IN 46012.

Replacement diplomas will be sent only upon confirmation of all information. Please note all replacement diplomas read **Anderson University**, not **Anderson College**. The signatures appearing on the diploma would be that of the current administration. Please allow 1-2 weeks for delivery. Please indicate if this is a rush order. (Fee may apply.) Feel free to call 765-641-4164 with any questions.

Office use below:

Academic Clear \_\_\_\_\_ Business Clear \_\_\_\_\_ Picture ID \_\_\_\_\_ \$30.00 Cash \_\_\_\_\_ or Check # \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_ Sent \_\_\_\_\_