

REPLACEMENT DIPLOMA REQUEST FORM

Replacement Diploma Fee (Mailed Diploma in US)	\$30
Replacement Diploma Fee (Mailed Diploma outside US)	\$60
Replacement Diploma Fee (Electronic Diploma)	\$10

REASON FOR REQUEST

- Original diploma has been lost or destroyed.
- Name change: request for diploma to be issued in new name and change of name on University record. Evidence of court document required and photocopy of national ID.

Please note that replacement diploma requests must come directly from the student and a photocopy of a national ID will need to be emailed to graduation@anderson.edu

Current Name: _____

Name at time of graduation or maiden name: _____

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

Graduation Date (MM/YY): _____

Degree(s): For multiple diploma orders, use one form

- Undergrad
- Master's Level
- Doctorate

Phone: _____ Email: _____

Name as it is to appear on the diploma: _____

(Note: If your name has changed since you graduated and you would like your new name to appear on your diploma, legal court documentation of name change must accompany this form.)

Address diploma should be mailed to:

_____ Date _____

Signature Required

Mail form to:
Anderson University
Office of the University Registrar
1100 East Fifth St

Email form to:
graduation@anderson.edu

Payments:
Registrar's Office – Via Phone
765-641-4164
Check or Cashier's Check mail

Anderson IN 46012

Please keep in mind the following information regarding replacement diplomas:

- Replacement diplomas will only be sent once all information has been confirmed and a photocopy of your ID is received at graduation@anderson.edu.
- The diplomas will read "Anderson University," not "Anderson College," and will bear the signatures of the current administration.
- Diploma delivery is handled by Parchment. You will receive an email to confirm your address. You have 72 hours to verify your address with Parchment. If not confirmed, the diploma will be mailed to Anderson University, resulting in a delay in your receiving it.
- Please allow 2-3 weeks for delivery via mail order and 2 business days for E-diplomas. If you need a rush order, additional fees may apply.

For any questions, please call 765-641-4164.

Dax Turnmire – Graduation Coordinator, Anderson University

Office use below:

Business Office Clearance _____ Picture ID _____ Payment Received _____
Received by _____ Date _____ Sent _____