

REPLACEMENT DIPLOMA REQUEST FORM

To request a replacement diploma, please complete the form below and the Credit Card Payment Form on the second page. These forms should be returned to the Office of the Registrar. The cost for a replacement diploma is \$90 per copy. Marymount University will attempt to provide a replacement diploma with President/Provost/Dean signatures from the student's graduation year. If not able, current signatures will be used.

If your legal name has changed since attendance, please provide your new name in the "Reason for replacement diploma" line and provide a copy of official documentation (court approval, government issued ID, etc.) to verify your name change.

Note: Since this is an official document from Marymount University, only the original recipient of the diploma may request a replacement copy.

Name: _____ Student ID or SSN: _____

Former/Maiden Name(s) used at MU: _____

Date of Birth: _____ Phone: _____ Email: _____

Dates of Attendance: _____ Date of Graduation: _____

Reason for replacement diploma: _____

Number of Copies: _____

Delivery Method: I will pick-up my duplicate diploma
 Mail via USPS to:

Signature

Date

REGISTRAR'S OFFICE USE ONLY		
Payment Amount: _____	Payment verified by: _____	Date: _____
Request processed by: _____	Date: _____	



CREDIT CARD PAYMENT FORM

Payment: \$90 fee for each copy of replacement diploma.

Name on Card: _____

Billing Address: Street: _____

City: _____ State: _____ Zip Code: _____

Credit Card Type: VISA MasterCard American Express

Credit Card Number: _____

Expiration Date: _____

3 digit security code (back of the card): _____

(if using American Express this is the 4 digit code on the front of the card)

Cardholder Signature: _____