



Duplicate Diploma Request Form

Personal Information

Diplomas and certificates will be reprinted with the graduate's name as it appeared on their official college record at the time of degree conferral. If you are requesting a diploma in a name other than the one in which your diploma was originally issued, you must provide documentation of name change e.g., copy of a marriage certificate, divorce decree, etc...

Please print your name clearly as it will appear on the diploma:

First _____ Middle _____ Last _____

Former/Maiden Names: _____

Student ID (or last four digits of SS#): _____ Date of Birth: _____

Email: _____ Telephone: _____

Degree Information *Note: replacements are issued in our current style /size, and will bear the signatures of current officials.*

Degree/Certificate Earned: _____

Date Awarded: _____ Dates of Attendance: _____

Payment and Delivery Options

- All payments are due in advance; requests will not be processed until payment is received
- Cost: \$40 for each copy ordered
- Requests may take 1-2 weeks to process
- Diplomas cannot be released if there is a financial hold on the student account
- Duplicate diplomas cannot be faxed or emailed

Form of Payment:

- Check*
- Money Order*
- Visa/MasterCard/Discover/American Express

Delivery Method:

- Pick Up (Photo ID is required)
- Mail — Address

*Make payable to Spring Hill College

Street Address _____

Number of copies: _____

City _____

Name (*exactly as it appears on the card*): _____

State _____

Card #: _____

Zip Code _____

Expiration (mm/yy) _____

CSV Code: _____

Student Signature (Required): _____ Date: _____