



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: _____