

Diploma Reorder Form

Diplomas are mailed once all academic & financial obligations have been satisfied. Replacement diplomas are printed only if the original has been lost or damaged. Damaged diplomas must be returned to the Office of the Registrar with this form before a new diploma will be issued.

Please type or print your name exactly as you wish it to appear on your diploma and return it to the Office of the Registrar. Diplomas are printed and mailed within 7 business days of receipt of this form.

Reason for diploma reorder request: _____

Name: _____
(First) (Middle) (Last)

ID/Social Security/ or Social Insurance Number: _____

Mailing Address Information:

It is the student's responsibility to notify the College of address changes. Diplomas are mailed to the address provided via certified mail: "Return Receipt Requested".

Street: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Telephone Number: (_____) _____ Email Address: _____

I will pick up my diploma

Degree Information: **Graduation Date:** (MM/DD/YYYY) ____/____/____

Degree(s) Awarded:

Associate in Science Associate in Business Bachelor of Arts Bachelor of Science Bachelor of Science in Education Bachelor of Business Administration (ALP)	Master of Arts Master of Science Master of Business Administration Master of Science in Education
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Major: _____

Honors: _____
(Applies to Undergraduate Degrees **ONLY**)

Diploma Replacement fee is \$50 (Fifty Dollars) Make Checks Payable to: **Medaille College**

Payment Options: (check one) *Cash* *Check* *Money Order* *Credit Card*

Credit Card: (check one) *Visa* *Discover* *MasterCard* *American Express*

Name as Printed on Card: _____ Expiration Date: ____/____/____

Credit Card Numbers: (16 Digits, except for American Express): _____ - _____ - _____ - _____

Signature of card holder: _____