

Diploma Replacement Order/Mail Form

Instructions: Complete this form with all applicable information. Sign and return this form along with the receipt from the cashier/ADM 211 to Graduate Admissions/ADM 126. Replacement requests are mailed to you within 8-10 weeks after the receipt of this form. If you choose to pick-up your request, you will be notified when your order is ready. If you have more than one degree or certificate, please fill out a separate form for each diploma or certificate.

Make check payable to: Chicago State University

I want my diploma/certificate that is currently on file, mailed to me (\$8.00 per request)

OR

I want to order a replacement diploma/certificate.

I wish to pick-up my replacement diploma/certificate.

Please mail my replacement diploma/certificate (Add \$8.00).

Fees: \$26.50 X number of replacement copies + \$8.00 (if being mailed) = \$_____.

Student ID # or	Name
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***Name as it appeared on Diploma/Certificate:**

Degree/major/certificate:	Term and Year Graduated:
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Diploma Mailing Address:	Phone number:
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E-mail address:	Mail completed form and fees to:
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Signature _____	Chicago State University Office of Graduate & Professional Studies 9501 S. King Drive/ADM 200 Chicago, Illinois 60628-1598
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***Change to student's name after degree or certificate is awarded will not be printed on duplicate diploma/certificate.**

Office Use Only: Receipt # _____ Initials _____