

Instructions: Complete this form with all applicable information. Sign and return this form along with the receipt from the cashier/ADM 211 to the Academic Evaluations & Advisement Office/ADM 128. Replacement requests are mailed to you within 8-10 weeks after the receipt of this form. If you choose to pick-up your replacement request, you will be notified by **e-mail** when it is ready. If you have more than one degree or certificate, please fill out a separate form for each diploma or certificate.

I want my diploma/certificate that is currently on file, mailed to me: **\$8.00**

I want to order replacement diploma(s)/certificate(s), \$26.50 X _____ (# of replacement copies) and pick-up when I am notified = \$_____.

I want to order replacement diploma(s)/certificate(s), \$26.50 X _____ (# of replacement copies) and have them mailed to me = \$_____.

Student ID# or SS#: - -	Print or Type Name:
*Name as it appears on Diploma/Certificate:	
Degree/Major/Certificate:	Term and Year Graduated:
Diploma Mailing Address:	Phone Number: () -
	Make check payable to: Chicago State University
E-mail Address:	Mail completed form(s) and fee to:
Signature _____	Chicago State University Office of Academic Evaluations & Advisement 9501 S. King Drive/ADM 128 Chicago, Illinois 60628-1598

***Change to student's name after degree or certificate is awarded will not be printed on duplicate diploma/certificate.**