



## Diploma Replacement Order Form

### Student Information

In accordance with the Family Educational Rights and Privacy Act, only the individual earning the diploma can request it. By signing this form I vow that I am the student referenced below.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
First Middle Last

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name(s) used while a student: \_\_\_\_\_

If your name changed after graduation and you would like this diploma to reflect your new name then a change of name form must be provided with this request. Email [registrar@shorter.edu](mailto:registrar@shorter.edu) to obtain that form.

Last four of SSN: ###-##-\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email Address: \_\_\_\_\_

Degree and Major Earned: \_\_\_\_\_

Graduation Month and Year: \_\_\_\_\_

---

### Order Details

The cost of diploma replacement is \$50 per diploma. Please make check or money order payable to Shorter University.

Diploma replacement calculator: # of replacement diplomas \_\_\_\_\_ multiplied by \$50 = total cost: \$ \_\_\_\_\_

Shipping Address: \_\_\_\_\_  
Street City State Zip

---

### Registrar's Office Use Only

\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ date printed  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ date mailed  
\_\_\_\_\_ processor initials