

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 Social Security #

Name

***Name as it appeared on Diploma/Certificate:**

Degree/major/certificate:

Term and Year Graduated:

Diploma Mailing Address:

Phone number:

E-mail address:

Mail completed form and fees to:

Signature _____

Chicago State University
 Graduate Admissions
 9501 S. King Drive/ADM 126
 Chicago, Illinois 60628-1598

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

Office Use Only: Receipt # _____ Initials _____