

All financial obligations to the university must be cleared before a replacement diploma will be released. Please allow 1-2 business days for processing. In-person pickups will be contacted by phone when the replacement diploma is ready for pickup in the Student Business Center. Use separate forms if you are ordering replacement diplomas for different degrees.

Please **TYPE** or **PRINT** legibly in the spaces below. If this form is not filled out completely, delays may result.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Other names used \_\_\_\_\_ Student ID Number (if unknown, use SSN) \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Contact Number ( \_\_\_\_\_ ) \_\_\_\_\_

Check this box if you would like the university to update your name and mailing address with the above information.

Degree/Major on diploma \_\_\_\_\_

☆ **In the space below, please enter your name exactly as you would like it to appear on your diploma:**

\_\_\_\_\_

Student signature for release of diploma \_\_\_\_\_ Date \_\_\_\_\_

**Recipient Information: (Please choose only one of the following)**

**In-person pick up.**

**I am currently unable to personally pick up my replacement diploma.** I hereby authorize

\_\_\_\_\_ to pick up this diploma on my behalf.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Please mail** to the address I entered above.

**Payment Information**

**\$20 fee per replacement copy of diploma: pick up or mailed.**

Number of copies \_\_\_\_\_ x \$20 = \_\_\_\_\_

\_\_\_\_\_ **Check or Money Order (enclosed)** \_\_\_\_\_ **Credit Card:**  **Visa**  **Mastercard**  **Discover**

Account Number \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3-digit Security Code (located on the back of the card) \_\_\_\_\_

Name of Cardholder (as it appears on the card) \_\_\_\_\_

Card Holder's Mailing Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Signature of cardholder (if different than student)** \_\_\_\_\_

**If Faxing:**

Fax to: 740-351-3435  
Attn: Student Business Center  
Use MasterCard, Visa, Discover

**If Mailing:**

Shawnee State University  
Attn: Student Business Center  
940 Second Street  
Portsmouth, OH 45662