

REPLACEMENT DIPLOMA REQUEST FORM

To request a replacement diploma, please complete the form below and the Credit Card Payment Form on the second page. These forms must be returned to the Office of the Registrar for processing.

The cost for a hard-copy replacement diploma is \$90 per copy. This charge also includes a digital diploma. The cost for only a digital diploma is \$25 per copy.

If your legal name has changed since attendance, please provide your new name in the "Reason for replacement diploma" line and provide a copy of official documentation (court approval, government issued ID, etc.) to verify your name change.

Note: Since this is an official document from Marymount University, only the original recipient of the diploma may request a replacement copy.

Name: _____ Student ID or SSN: _____

Former/Maiden Name(s) used at MU: _____

Date of Birth: _____ Phone: _____ Email: _____

Dates of Attendance: _____ Date of Graduation: _____

Reason for replacement diploma: _____

Number of Copies: _____

Hard-Copy and Digital Diploma:

Digital Diploma Only:

Delivery Address:

Mailing Address:

Email Address:

Signature

Date

REGISTRAR'S OFFICE USE ONLY

Payment Amount: _____ Payment verified by: _____ Date: _____

Request processed by: _____ Date: _____



CREDIT CARD PAYMENT FORM

(All credit card transitions will be charged a 2.5% convenience fee)

Payment: \$90 fee for each hard copy of a replacement diploma. \$25 fee for only a digital diploma. **(All credit card transitions will be charged a 2.5% convenience fee)**

Name on Card: _____

Billing Address: Street: _____

City: _____ State: _____ Zip Code: _____

Credit Card Type: VISA MasterCard American Express

Credit Card Number: _____

Expiration Date: _____

3 digit security code (back of the card): _____

(if using American Express this is the 4 digit code on the front of the card)

Cardholder Signature: _____