

ANDERSON UNIVERSITY

Kelly Smith
Office of the Registrar
1100 East Fifth Street
Anderson, IN 46012
Phone: 765-641-4164
Email: klsmith2@anderson.edu

REPLACEMENT DIPLOMA REQUEST FORM

The following information is required for all replacement diploma requests, along with a payment of \$30.00 and a copy of a national picture ID. **Incomplete requests will not be processed.**

Current name and any other name(s) you may have attended under:

Graduation Date: _____ Degree: _____

Social Security Number: _____ ID# (if known) _____

Date of Birth: _____ Phone: _____

Name as it is to appear on diploma: Must match legal name of academic record.

Email: _____

Mailing Address: _____

Reason for Request: _____

Your **signature must be on written request:** Electronic signatures are not permitted.

_____ date _____

Mail this signed request form to the address listed above, along with the replacement fee of \$30.00 (check or money order made payable to Anderson University). Replacement diplomas will be ordered only upon confirmation of all information. Please note all replacement diplomas read **Anderson University**, not **Anderson College**. The signatures appearing on the diploma would be that of the current administration. Please allow 6-8 weeks for delivery. Feel free to contact Kelly Smith if you have questions.

Office use below:

Academic Clear ___ Business Clear ___ Picture ID ___ \$30.00 Cash ___ or Check # _____

Received by _____ Date _____

Ordered: _____ Signed: _____ Mailed/Picked up: _____