

REPLACEMENT DIPLOMA REQUEST FORM

Replacement (lost or destroyed) diplomas are printed with standard diplomas orders; therefore, there may be a delay of two to three months after ordering before the diploma is mailed.

Replacement diplomas are reissued for a fee of \$15.00 for Certificates/ Associate degrees, \$30.00 for Bachelor degrees.

Please include a check or money order made payable to **Vincennes University**.

Complete the information below and return this form to the Registrar's Office.

Vincennes University
Registrar's Office
1002 North First Street
Vincennes, IN 47591

Please print your name clearly as it would have appeared on the original diploma:

Name: _____

VU Student ID (A#) or last four digits of SS #: _____

Date of Birth: _____

Address to which the diploma should be sent:

Street / Apt. # / PO Box

City, State Zip

Daytime Phone Number

Email

Reason for replacing: _____

Signature _____ Date _____

For Registrar's Office Use Only:

Reissued: Yes ____ No ____

Degree: _____ Honors: _____ Date of Degree: _____

Processed by: _____ Date: _____