

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