



4210 HARDING PIKE
NASHVILLE, TN 37205
615.297.7545

DIPLOMA REPLACEMENT REQUEST

Instructions: Please provide the following information to assist us with your diploma replacement request. Prior to shipment or pickup, a completed diploma replacement form must be submitted with a valid photo ID. Processing time is at least 1 week. The cost is \$50 for each diploma requested, plus shipping.

If you choose to send this form via email to smolar@aquinascollege.edu, our Business Office will reach out to you with an invoice. Otherwise, upon completion of this request form, return it to Aquinas College with payment (check or money order payable to Aquinas College) by mail to the following address: Aquinas College • Attn: Office of Academic Affairs • 4210 Harding Pike • Nashville, TN 37205

Please note that the name on your account is the name that will appear on your diploma. If you would like to have the name on your diploma changed, you will need to provide official documentation (such as a marriage certificate) verifying your legal name.

Information About You:

Last Name	First Name	MI	Previous Last Name
Current Address			Birth Date
City	State	Zip Code	Phone Number
E-mail Address			Years Attended From: _____ To: _____
Degree Received:			Graduation Date:
Degree Received:			Graduation Date:

Delivery Address:

Recipient			Diploma Fee for Each Diploma Ordered: \$50.00	
Address (1)			Delivery Method	Shipping Charge
Address (2)			☐ Pick up	No charge
City			☐ U.S. with Tracking	\$15.00
State			☐ UPS International	TBD
Zip				
Country			Total Charge (Diploma Fee(s) plus Shipping) \$ _____	

FOR OFFICE USE ONLY

Received/Processed	Payment	Date Sent/Picked Up
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