



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. The request for a replacement diploma must be signed by the graduate and the signature must be notarized. Processing time is typically about 8-10 weeks. The cost is \$55 for the diploma, plus shipping.

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 Academics • 4210 Harding Pike • Nashville, TN 37205

### Information About You:

Last Name	First Name	MI	Previous Last Name
Current Address			Birth Date
City	State	Zip Code	Phone Number
E-mail Address			
School Attended <input type="checkbox"/> School of Arts & Sciences <input type="checkbox"/> School of Education <input type="checkbox"/> School of Business <input type="checkbox"/> School of Nursing			Years Attended From: _____ To: _____
Degree Received:			Graduation Date:

### Delivery Address:

Recipient			Diploma Fee	\$55.00
Address (1)			Delivery Method	Shipping Charge
Address (2)			<input type="checkbox"/> US Mail	\$5.00
City			<input type="checkbox"/> UPS	\$20.00
State			<input type="checkbox"/> UPS International	\$35.00
Zip				
Country			Total Charge	
			(\$55 plus shipping)	\$ _____

### Authorization:

I authorize Aquinas College to reissue a duplicate or replacement diploma to the destination indicated on this request. I understand that Aquinas College cannot accept responsibility for diplomas lost in the U.S. Mail system.

I hereby certify that the above statements are true. I understand that Aquinas College reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in case of fraud.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMISSION EXPIRATION: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Received/Processed	Payment	Date Sent/Picked Up
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