

## Replacement Diploma Request Form

Replacement diplomas are ordered on the 15<sup>th</sup> of each month; therefore, there may be a delay after ordering before receiving your replacement. Processing may be expedited for an additional rush-fee of \$20.

### Replacement Diploma Fees

- Certificate - \$25 each
- Associate Degree - \$25 each
- Baccalaureate Degree - \$40 each

Complete the information below and return this form to the Registrar's Office. Please include a check or money order made payable to **Vincennes University**.

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

### Personal Identification Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name while attending school (if changed): \_\_\_\_\_

VU Student ID (A#) \_\_\_\_\_ or Last 4 digits of SSN: \_\_\_\_\_

Reason for replacing: \_\_\_\_\_

\*Your name will appear as it was printed on the original diploma.

### Contact Information

Street Address / Apt. # / P.O. Box \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Registrar's Office Use Only

Degree Type: \_\_\_\_\_ Term: \_\_\_\_\_ Reissued:  Yes  No

Rationale (if No): \_\_\_\_\_

Check or Money Order #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Shipped: \_\_\_\_\_