

AUGUSTANA UNIVERSITY

DIPLOMA RE-ORDER REQUEST FORM

Office of the Registrar | 2001 S Summit Avenue | Sioux Falls, SD 57197

Phone: 605.274.4121 | Email: registrar@augie.edu

NAME: _____ DATE: _____

FORMER NAMES: _____

AU ID # OR SSN: _____ BIRTHDAY (MM/DD/YYYY): ____ / ____ / ____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

Requesting replacement diploma for:

- ☐ Bachelor's degree
- ☐ Master's degree

Note: If there are any holds on your record, a diploma will not be issued until all holds are cleared.

Specific Directions

Name exactly as you want it to appear on your diploma: _____

Diploma Type Requested

- ☐ Electronic only (Lifetime access through Parchment): \$25
- ☐ Paper and electronic copies: \$50
- ☐ Diploma cover requested: \$10 (Please note: diplomas are $8\frac{1}{2} \times 11$ inches)

Diploma Mailing Information

(Diplomas are mailed to the address exactly as requested below.)

- ☐ International Address (requires an additional \$20 fee to cover shipping costs)

Recipient Name: _____

Mailing Address: _____

City, State, ZIP Code: _____

Payment Information

Upon receiving your completed form submission, the Business Office will email a secure payment link to the email address provided above. Once the Registrar's Office receives confirmation that payment is complete, your diploma will be processed and issued.

Authorization & Signature

Signature (required): _____ Date: _____