AUGUSTANA UNIVERSITY

DIPLOMA RE-ORDER REQUEST FORM

Office of the Registrar, 2001 S Summit Avenue
Sioux Falls, SD 57197 *605.274.4121 (Office) * 605.274.4450 (Fax)
*Faxed requests must include credit card information below.
The diploma re-order fee is due in advance, payable to Augustana University, Office of the Registrar.
The fee for a replacement diploma is $40. The fee for a replacement cover is $10.

NAME: _____ **DATE:** _____
First Middle Last

FORMER NAMES: _____

ID # OR SSN: _____ **BIRTHDAY:** _____/_____/_____

CURRENT ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER: _____ **EMAIL ADDRESS:**_____

Degrees Received: BA____ BSN ____ MA ____ Other: _____

Month/Year _____ Honors: (ex. CumLaude)_____
Presidential signatures for the diploma include Ralph Waoner ('93-'00), Bruce Halverson ('00 – '06), Robert Oliver (All other dates).

Students that have graduated prior to September 1, 2015 may request to have their diploma printed on either Augustana **College** or Augustana **University** diploma paper. Please check one: AC_____ AU _____
If you do not specify, Augustana University diploma paper is used as default.

*** 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: _____

I would like a diploma cover: YES_____ NO_____ (There is an additional $10 fee for the cover.)
(Please note: diplomas are now 8 ½ x 11)

Credit Card Information (If paying by check, make the check payable to Augustana University.)
Card Number: _____ CSV code _____ _ Mastercard _ VISA _ Discover
Cardholder's Name: _____ Expiration Date: __/__ Amount to be charged:$_____
Cardholder's Address: _____

Diploma Mailing Information

(Diplomas are mailed to the address exactly as requested. Please print name and address, or write SAME if same as above address.)
Name: _____
Address: _____
_____

Signature (required): _____ Date: _____

Office use only:
Payment received/processed: ____ Student ID Number: _____ Verify Degree Date: __/__/__ Honors: _____