

JOHN CARROLL UNIVERSITY REPLACEMENT DIPLOMA REQUEST FORM

Print this page, complete all information, and mail with payment to:

John Carroll University
Office of the Registrar
1 John Carroll Blvd.
University Heights, OH 44118

OFFICE USE ONLY:

Amount Due: _____

Amount Paid: _____

Acceptable forms of payment: cash or check
Checks can be made payable to **John Carroll University**

STUDENT INFORMATION

Student ID or SSN: _____ Date of Birth: _____

Name: _____ Former Name (If applicable): _____

Address: _____

City, State, Zip: _____ Please update school records to reflect this address

Email Address: _____

Cell Phone Number: _____

REPLACEMENT DIPLOMA INFO:

Please choose one option:

- Diploma only, \$20 fee
- Diploma with notary, \$30 fee
For international employment purposes
- Diploma with cover, \$45 fee

Date of Graduation: _____

Degree Earned: _____

Diploma Name (as you would like it to appear):

Send replacement diploma to:

Name: _____

Address: _____

City, State, Zip: _____

SIGNATURE AND DATE:

Diplomas are a ceremonial document indicating the degree a student earned. The official way to prove degree conferral is to request a transcript.

Replacement diplomas will be printed with the signatures of University officials from the time of graduation, if available. If historical signatures are not available, replacements will be printed with the signatures of current University officials.

Orders are typically fulfilled within 1-2 weeks after payment is received.

Signature: _____

DATE: _____