



DIPLOMA REPLACEMENT

Name _____ Email _____ Date _____

Diploma Mailing Street Address _____

City _____ State _____ Zip _____

Daytime or Message Phone # () _____ HSU-ID # or SSN _____

Degree (please circle one): BA BS MA MS MBA MSW Other _____ Graduation Date _____
Term Year

Major(s) _____

Print your name exactly as you'd like it to appear on the diploma: _____

Please Note: Legal documentation is required for name changes (court document, driver's license, or social security card showing your new name).

Reason for replacement _____

A diploma replacement fee of \$25 is required. Please submit payment with request or pay online via CashNet. If paid through CasNet, enter number and date on the diploma replacement request form.

Diploma Replacement \$25.00 \$ 25.00

You may request RUSH handling (\$10) or overnight mailing (\$20).

RUSH handling places your request at the top of the request stack currently in our office. The printed diploma will leave this office within two working days *via regular mail*.

ADD Expedited RUSH Handling..... \$10.00 \$ _____

Overnight mailing, on the other hand, combines rush handling with overnight mail service. Overnight mailing addresses must be *within the 48 contiguous states* (no Alaska, Hawaii, or overseas addresses), and the request MUST include *both a destination phone number* and a destination street address.

ADD RUSH handling *and* Overnight Mail Service..... \$20.00 \$ _____

TOTAL \$ _____

Cash Net / Smart Pay Receipt # _____

Payment enclosed (check or money order)

Signature _____

For Student Financial Services Use Only
(use DETC 5904)