

UNDERGRADUATE DUPLICATE DIPLOMA REQUEST FORM

Please send this completed form along with a check or money order in the amount of \$15 per diploma, payable to ASU Registrar's Office, to:

ASU Registrar's Office
Attn: Graduation Unit
PO Box 32009
Boone, NC 28608-2009

Diplomas are ordered once a month at the end of the month and are not ordered on an individual basis. Rush order is available for a total cost of \$25.00 per diploma. Rush orders are placed within the week the request is received in our office. Shipment and delivery takes approximately three to four weeks from the time orders are placed. Diplomas are shipped directly from the vendor via UPS to physical street addresses within the United States and do not require a signature upon receipt. **Diplomas cannot be shipped to P.O. Boxes, Residence Halls, International Addresses, or APO Boxes.**

Number of diplomas requested: _____

Name as you wish it to appear on diploma: _____

Student ID #: _____

Name(s) used while attending ASU: _____

Date of Birth: _____

Date of Graduation: _____

Undergraduate degree: _____

Major(s): _____

Address Diploma Should Be Mailed To: _____

Telephone Number: _____

Student's Signature: _____

*****THERE WILL BE A \$25.00 FEE FOR ALL RETURNED CHECKS*****

For Office Use Only:	HONORS:		
	SOAHOLD:	TSAAREV:	
	Payment Type:	Check #:	Cash
	Amount:		
	Processed by: _____	Date: _____	