



DIPLOMA REPLACEMENT APPLICATION

Rev. 7/24/2015

Your Name: (Print) _____

Last name

First name

Middle name

Address:

Street

City

State

Zip code

Email Address: _____ Telephone: _____

Social Security #: _____ - _____ - _____ Dates of Attendance: _____

If attended under a different name, please provide: _____

Mailing Address for the delivery of the Diploma: (Please make sure the address is clear and accurate).

- Due to federal privacy laws, such as the Family Educational Rights of Privacy Act of 1974 (FERPA), the Office of the Registrar can only process requests that contain the student's signature.
- The name on your diploma will reflect your name on the official transcript.
- Any financial obligations to the College must be satisfied prior to a replacement diploma/certificate being processed. No replacement diplomas will be furnished to a graduate with outstanding financial obligations to the College.
- Please allow 5-7 business days for processing time of your request.
- There is a **\$35.00** charge for each replacement certificate/diploma. (Fees subject to change).
- It is not possible to reproduce an exact replica of your original diploma at the time of your graduation. Replacement will bear signatures of the current College officials and will be printed on the current stock and style of paper.
- The word "Replacement" and issuing date will be printed on the diploma.

REASON FOR REQUEST

Original diploma stolen

Original diploma destroyed

Original diploma lost

Date: _____

Student's Signature (Approval to Release Information)

I certify that I am the above named person and the information I have provided is accurate.

****If your diploma is undelivered, lost, stolen, or damaged in the mailing process, we regret that we cannot be responsible for the diploma. You will need to order a replacement diploma and pay all associated fees. Thank you for your understanding.**

Return this form and fees payable to: Divine Word College, Office of Registrar,
102 Jacoby Drive SW, PO Box 380, Epworth, Iowa 52045-0380

