

## REPLACEMENT GRADUATE DIPLOMA REQUEST FORM

Please send this completed form along with a check or money order in the amount of \$25 per diploma, payable to Appalachian State University.

Cratis D. Williams Graduate School  
DIPLOMA REORDER  
ASU Box 32068  
Boone, NC 28608

Replacement diplomas are ordered once a month. Shipment and delivery take approximately 3-4 weeks from the time the order is placed. Diplomas are shipped directly from Josten's 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.**

Name as you wish it to appear on diploma (NOTE: the last name must be your legal name at the time of graduation): \_\_\_\_\_

Banner ID #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Graduation (term, year): \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Mailing Address (must be a physical address):

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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