

DIPLOMA REPLACEMENT REQUEST

*Processing Fee: \$40 plus additional shipping & handling
 for overnight/international delivery requests.*

Last Name	First Name	Middle Initial	Maiden Name	Other Last Names
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Mailing Address

City	State	Zip	Daytime Phone
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E-Mail Address	Date of Birth
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Diploma Name: _____ Graduation Year: _____
 Diploma name should state your name exactly as you want it issued on your diploma

Check one of the conditions listed below:

_____ Will pick up replacement diploma; call this number _____

_____ Mail the replacement diploma to the address listed above.

Signature

Date

Completed Form and Original Diploma must be mailed to:

Johnson University
 Registrar’s Office
 7900 Johnson Drive
 Knoxville, TN 37998

The request will be processed upon receipt of full payment and original diploma.

Request Received in Registrar’s Office with Original Diploma:

Date Printed and Person Notified or Mailed:

Policy for Requesting a Replacement Diploma with the New Name (Johnson University)

1. Replacement Request must be completed and delivered to the Registrar's Office
2. Original diploma must be returned with the form
3. Replacement diplomas will be printed in a timely manner which will probably be within the month of request
4. New diploma will use the current signatures on file. Signatures will include current university president, chairman of board trustees, chief academic officer, and university registrar.
5. New diploma will be issued with the current format for diploma size. This could mean the new diploma is smaller than original size.
6. Diploma will contain a statement indicating that this is a replacement diploma with the date of replacement.