

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
-----------	------------	----------------	-------------	------------------

Mailing Address

City	State	Zip	Daytime Phone
------	-------	-----	---------------

E-Mail Address	Date of Birth
----------------	---------------

Diploma Name: _____ Graduation Year: _____

Diploma name is the name on the original diploma and will be verified with what was printed in the Commencement Program.

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 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.

Request Received in Registrar's Office:

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. New diploma will use the name on the original diploma and be verified with what was printed in the Commencement Program.
3. 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.
4. New diploma will be issued with the current format for diploma size. This could mean the new diploma is smaller than original size.
5. Diploma will contain a statement indicating that this is a replacement diploma with the date of replacement.