

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 | Z | Zip | | |
| E-Mail Address | | | | Date of Birth | |
| *Diploma name is th | oma Name:Graduation Year:loma name is the name on the original diploma and will verified with what was printed in the mencement Program.* | | | | |
| Will pick up | replacement diplomates | a; call this numbe | | | |
| Mail the repl | lacement diploma to | the address listed | above. | | |
| Signati | ure | | | Date | |
| | Jo R 7 | d Form must be obnison Universe egistrar's Office 900 Johnson Danoxville, TN | sity ce rive | | |
| 7 | The request will be p | processed upon r | eceipt of full pay | ment. | |
| Request Received | in Registrar's Office | : | | | |
| Date Printed and F | Person Notified or Ma | ailed: | | | |

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.