



## Request for Replacement Diploma

Replacement diplomas reflect the current diploma format (11x14) and display the signature of the current President and Chairman of the Board of Trustees. If your legal name has changed since your graduation and you wish your replacement diploma to reflect the change in your name, submit a Personal Data Change form with accompanying documentation to our office. If you require special service in addition to the replacement diploma, please notate your request at the bottom of this form. Feel free to contact our office if you have any questions.

### Instructions:

- Print and fill out this form.
- Enclose a check or money order payable to American University for the following amounts:
  - For regular domestic orders (10 business days + shipping): \$50 USD
  - For rush domestic orders (5 business days + shipping): \$75 USD
  - For regular international orders\*: \$100 USD
  - For rush international orders\*: \$150 USD
- Please mail this request and payment to:

Office of the Registrar  
Student Record Services  
American University  
4400 Massachusetts Ave NW  
Washington, DC. 20016

Name: _____	Dates of Attendance: _____
Student ID number (no social security numbers): _____	Date of Birth: _____
Date Degree Conferred: _____	Degree(s) Earned: _____
Diploma Mailing Address: _____	
_____	
_____	
Phone #: _____	Email Address: _____
Please Sign: _____	Date: _____
Do you require notarization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notarization is not required for the diploma to be considered official. If you are requesting a diploma for proof of graduation, please consult with the party requiring proof to see if notarization is necessary. Please allow extra time for notarizations as the diploma will have to come to the Office of the Registrar first to be notarized and then mailed to the specified address, instead of being sent directly there from the diploma company after production.	