

DIPLOMA REPLACEMENT REQUEST

PERSONAL INFORMATION

Student ID Number: _____ Student Name: _____

Last 4 digits of Social Security No: _____ **or** Birth Day/Month: _____

Date Degree/Certificate Awarded: (mm/dd/yyyy): _____ Campus/Center: _____

Degree (ex: AA, BS, MS, Ph.D.): _____ The name on your diploma must be the same as on your University record. Please PRINT your legal name as you would like it to appear:

Your name while attending Franklin Pierce:

DIPLOMA REQUEST

Please send my diploma to:

Name: _____

Mailing Address: _____

*ALL requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written permission.

Graduates with more than one degree or certificate must fill out a separate form for each document.

FRANKLIN PIERCE UNIVERSITY IS NOT RESPONSIBLE FOR INSUFFICIENT ADDRESSES OR DENIAL OF CREDIT/DEBIT CARD(S)

INSTRUCTIONS, FEES & SIGNATURE

1. The cost is **\$50.00 each** for a replacement diploma. Once your degree has been verified, we will mail your replacement diploma to you in approximately 4 – 8 weeks.
2. FAX, mail, or scan and email the completed, **signed, and dated form** to Office of the Registrar at Franklin Pierce University. Please make checks payable to **Franklin Pierce University. We cannot accept unsigned forms.**
3. A replacement diploma cannot be honored if you have an outstanding financial obligation to the University.

Payment has been made via: (please check one) **Personal Check** **Credit Card** **Debit Card** **Cash** **Money Order**

Credit Card Number: _____ Expiration Date: _____ / _____

*(American Express **not** accepted)*

Address for Credit Card: _____ Zip Code for Credit Card: _____

Daytime Phone: _____ CWV #: _____

(Turn your card over and look at the signature box. You should see either the entire 16-digit credit card number or just the last four digits followed by a special 3-digit code. This 3-digit code is your CWV number / Card Security Code.)

Signature: _____

Date: _____