



Office of the University Registrar  
 1009 Alfred B. Rollins, Jr. Hall  
 Norfolk, VA 23529  
 757-683-4425, FAX: 757-683-5357  
 Questions? [graduate@odu.edu](mailto:graduate@odu.edu)  
[www.odu.edu/registrar](http://www.odu.edu/registrar)

# REPLACEMENT DIPLOMA ORDER FORM

**DO NOT E-MAIL THIS FORM**

**DIPLOMA REPLACEMENT FEE IS \$40.00 (payment must accompany order)**

**The student's signature is required at the bottom of this form.**

*(You can FAX this form with credit card payment information to 757-683-5357 or MAIL to the address above.)*

## DIPLOMA INFORMATION

**(PLEASE PRINT CLEARLY, OR TYPE INTO THIS FORM AND PRINT IT FROM YOUR BROWSER)**

Student's name as it appeared on the original diploma:

\_\_\_\_\_

Name to appear on the replacement diploma:

*(If this name is not in our information system, you must complete a Name Change Form and provide required documentation. The form is available at [www.odu.edu/registrar](http://www.odu.edu/registrar).)*

\_\_\_\_\_

University ID Number (or date of birth): \_\_\_\_\_ Email Address: \_\_\_\_\_

Degree: \_\_\_\_\_ Honors: \_\_\_\_\_

Month, Date, and Year Degree Awarded: \_\_\_\_\_

## ADDRESS TO WHICH DIPLOMA IS TO BE MAILED

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country (if other than US): \_\_\_\_\_

## CREDIT CARD/PAYMENT INFORMATION (check one) –

Cash (IN PERSON ONLY AT REGISTRAR'S OFFICE; **DO NOT MAIL CASH**), OR

Credit Card (VISA/MasterCard only) **DO NOT EMAIL FORM WITH CREDIT CARD NUMBER; FAX OR MAIL ONLY:**

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Student's Signature/Date (required):** \_\_\_\_\_

*Replacement diplomas are printed with the signatures of the current President and Rector of the Board of Visitors and in the current format.*

### OFFICE USE ONLY

Returned Old Diploma \_\_\_\_\_

Year of the Commonwealth \_\_\_\_\_

Date Returned \_\_\_\_\_

Date Fee Received \_\_\_\_\_

Year of University \_\_\_\_\_

Date Diploma Arrived \_\_\_\_\_

Dean \_\_\_\_\_

Date Diploma Mailed \_\_\_\_\_

College/School \_\_\_\_\_