



Name _____

Address: _____

Phone Number: _____

Email: _____

Social Security # or Student Number: _____ Birth Date: _____

Date of Graduation: _____ Degree Received: _____

ORIGINAL DIPLOMA INFORMATION

Please **print** your name exactly as it appeared on your original diploma.

First Middle Maiden Last

REPLACEMENT DIPLOMA INFORMATION

Please print your name exactly as you want it to appear on your replacement diploma. If your name has changed since your degree was awarded, and you wish to have your current name printed on the diploma, you must attach proof that your name has legally changed.

First Middle Maiden Last

PAYMENT INSTRUCTIONS

Credit Card #: _____

Expiration Date: _____

Cardholder Name: _____

Billing Address: _____

Your card will be charged \$25.00 for each diploma ordered. For **expedited mailing requests in the U.S. (after the 4 to 6 weeks processing time)**, please enclose an additional \$25.00 to cover overnight mail charges. Additional charges may apply for international requests - contact the Registrar's Office for the estimated amount. Please allow between four and six weeks for processing. Fax request to 785.914.4726 or scan and email to registrar@ottawa.edu.

For Office Use Only
Received: _____ Processed: _____