



Office of the University Registrar
 116 Alfred B. Rollins, Jr. Hall
 Norfolk, VA 23529
 757-683-4425, FAX: 757-683-5357
 e-mail: graduate@odu.edu
www.odu.edu/registrar

REPLACEMENT DIPLOMA ORDER FORM

Use this form to request a replacement or additional copy of your diploma.

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 it with payment 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.)

University ID Number (or date of birth): _____ Daytime Phone: _____

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)

Check or Money Order (payable to Old Dominion University) attached, **OR**

Credit Card (VISA/MasterCard 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 _____