



Office of the University Registrar
 116 Alfred B. Rollins, Jr. Hall
 Norfolk, VA 23529
 757-683-5092
 FAX: 757-683-5357
 e-mail: graduate@odu.edu

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 either fax this form with credit card payment information, to 757-683-5357, or mail it along with fee to the address above.)

DIPLOMA INFORMATION (PLEASE PRINT CLEARLY OR TYPE)

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

Name to appear on the replacement diploma: _____

University ID Number (or SSN): _____ Daytime Phone: _____

Degree: _____ Honors: _____

Month, Date, and Year Degree Awarded: _____

Reason for replacement diploma request: _____

ADDRESS TO WHICH DIPLOMA IS TO BE MAILED

Street: _____

City: _____ State: _____ Zip: _____

Country (if other than US): _____

CREDIT CARD/PAYMENT INFORMATION

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

Credit Card Type: _____

Number: _____ Expiration Date: _____

Student's Signature/Date (required): _____

OFFICE USE ONLY	
Returned Old Diploma _____	Year of the Commonwealth _____
Date Returned _____	Year of University _____
Date Fee Received _____	Dean _____
Date Diploma Arrived _____	College/School _____
Date Diploma Mailed _____	