

# Maryville College

Office of the Registrar

## Diploma Replacement Request

---

---

Please print clearly

Financial obligations to the College must be cleared before requests will be honored. Diploma reprint process usually takes 4-6 weeks on average to complete. Cost of printing duplicate diploma is \$50 payable by check or credit card.

Student Name (name used when enrolled): \_\_\_\_\_

Date of graduation (month & year): \_\_\_\_\_ Major at the time of graduation: \_\_\_\_\_

Student ID# or SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Why new diploma is needed: \_\_\_\_\_

### Mail Diploma to:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Processing Instructions:

Hold for pickup

Send by mail

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All requests require an original signature of the student. Requests without a signature will NOT be processed.**

### Return your completed request in person, by mail, or by fax, to:

Maryville College

Office of the Registrar

502 E. Lamar Alexander Blvd.

Maryville, TN 37804-5907

FAX: 865-273-8881

For Office Use Only

Date Processed: \_\_\_\_\_

Initials: \_\_\_\_\_