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
PH: (865) 981-8212