

Replacement Diploma Order Form

1 Name: Please print name as it should appear on the diploma.

Print Name (Last, First, Middle, Maiden)

2 Basic information: This information is needed to verify your degree.

Degree (for example: B.S., M.S., Ph.D., etc.) Curriculum/Major Graduation date (mm/yyyy).
Birth date (mm/dd/yyyy) University ID or last 4 digits of social security number Graduated with Distinction or in Honors Program

3 Mailing address and contact information:

Street Address City, State, Zip Code
E-mail phone number

4 Your signature: You must sign the form before your request will be processed.

Date

5 Charges/Payment: You will be charged a minimum of \$25.00 for a replacement diploma.

<input checked="" type="checkbox"/> Replacement diploma	\$25.00 (SA 712)	
<input type="checkbox"/> Diploma cover	2.25 (SA 712)	
<input type="checkbox"/> Postage to mail duplicate diploma cover	3.75 (SA 788)	Total charges _____
<input type="checkbox"/> Fax diploma	7.00 (SA 714)	

Method of payment: VISA/Mastercard Check/money order (payable to Iowa State University)

Account Number * * * * * Expiration date mm/yy

6 Return the form: Mail or fax to the Graduation Office at the address at the top of this form.

Graduation Account (for office use only):

202-1430-04900 (Graduation) SA #712 & 714	\$ _____	Date form received: _____
701-1403-34110 (Fax) SA #788	\$ _____	Order taken by: _____
701-1403-38300 (Fed Ex)	\$ _____	Diploma Mailed: _____
		Date Charges Processed: _____
Total Charges	\$ _____	Billing Reference #: _____