

IOWA STATE UNIVERSITY

Replacement Diploma Order

Please print or type the following information. Diplomas will be printed with the current President's signature. Allow approximately one week for your diploma to be printed and mailed.

Name (desired on diploma) _____
Last First Middle Maiden

Degree Curriculum/Major _____

Graduation Date _____ Graduated With Distinction? _____

Daytime telephone number _____ Email address _____

Mailing Address: _____

Signature _____ Univ ID# or last 4 digits of Soc Sec # _____

Return this form to: Marcia McDowell
Iowa State University
210 Enrollment Services Center
2433 Union Drive
Ames, IA 50011

Phone: (515) 294-4150
Fax: (515) 294-9925
Email: registrar@iastate.edu

Charges:

- Replacement Diploma \$25.00
- Diploma cover \$2.25
- Postage to mail cover \$3.75

Optional Charges:

- Fax Diploma \$7.00
Fax Number _____
- FedEx Diploma (US only) \$20.00
- FedEx Diploma (International) \$50.00

Method of Payment:

- Charge Visa or MasterCard (circle one)
- Payment enclosed (make check payable to Iowa State University)

Name on Credit Card _____

Account Number _ _ _ _ * _ _ _ * _ _ _ * _ _ _ _

Expiration Date _____ Security Code _____

For security reasons DO NOT send your account number through email. If we receive this form via email with a credit card number we will destroy it immediately and you will need to resubmit it without the number.

Either fax or mail this form with the credit card number

Or email the form without the number and then call me with your credit card number.

Do not leave a message on my voicemail as this is not secure either.

Graduation Account (for office use only):

Diploma (0788)	\$ _____	
		+
FAX (0788)	\$ _____	
		+
FedEx (0793)	\$ _____	
		=
Total	\$ _____	

Date form received: _____
Order taken by: _____
Diploma Mailed: _____
Date Charges Processed: _____
Billing Reference #: _____