

Replacement diplomas are available to graduates who have no outstanding obligations to CGU. If you are requesting a diploma in a new name, you **MUST** include documentation of your legal name change. Documentation may include copies of a court order, a new passport or driver's license, marriage certificate, or other government-issued identification. Note that this name change is only for diploma ordering purposes. For historical accuracy, student records, including transcripts, remain in the name under which you attended CGU.

Complete and submit this form to the Registrar's Office with your payment by cash or check. Allow 6-8 weeks for delivery.

GRADUATE INFORMATION

Last Name _____ First Name _____ Middle Name _____

Name while attending CGU (if different from above) _____

CGU ID Number (if known) 254 — _____

Years of Attendance at CGU or Degree Date _____

Degree I Received from CGU _____

Current Address _____

E-Mail _____ Phone _____

For verification purposes, provide Date of Birth ____/____/____ and the Last 4 Digits of Your Social Security Number _____

REQUEST INFORMATION

 Check one. Replacement service is \$45 plus any applicable mailing fees.

- Replace Diploma** — I am ordering a replacement diploma in my name as it appears in CGU student records.
- Replace Diploma in My Current/New Name** — I am ordering a replacement diploma and request that it be issued in my new name. I have included documentation as verification of my legal name change.

DELIVERY INFORMATION

- US Mail** — No mailing fee required. Send to the address below.
- Expedited Delivery** — Delivery service determined by CGU Mail Services. US domestic destination: \$25; International: \$60.
- Pick Up** — I will pick up my diploma at CGU during regular business hours.

To authorize a third party to pick up your diploma, you must fax a written authorization to the Registrar's Office, providing both the name of the individual and the ID credentials the individual will use. At pick-up, the individual is required to present photo ID.

ADDRESS FOR DELIVERY

 — Do not use a Post Office Box for deliveries.

Name of Recipient _____

Street Address _____

City, State, Zip _____

AMOUNT DUE/ENCLOSED — Add your fees and attach/pay by cash or check. I enclose \$ _____ by cash check.

Please order my replacement diploma as indicated above. I understand that this service cannot be provided to me if I have outstanding obligations to the University. I include all appropriate documentation and fees.

STUDENT SIGNATURE (required) _____ **Date** _____