

Diploma Replacement, Duplicate, or Electronic Copy Request Form

Student name: _____ Program & Grad Year: _____

Phone number: _____ E-mail: _____

FREE ELECTRONIC (PDF) COPY

A **free** electronic PDF copy is available to all graduates that completed their program after February 2013 for use in the following scenarios:

- Required certified copy of your diploma has been requested
- Licensing body, employer, etc. will accept an electronic copy until the time your official diploma is available

Does the copy need to be certified? Yes No

NOTE: Certified copies cannot be faxed or emailed as the raised school seal will not appear.

Email Address or fax # (where diploma should be sent): _____

ATTN (include department or person): _____

Signature: _____ Date: _____

Electronic signatures will only be accepted if the request is received via the graduate's ATSU email address.

REPLACEMENT OR DUPLICATE ORDER

Your signature and a payment of \$50 per diploma or \$25 per certificate must be submitted to Enrollment Services before your additional diploma can be ordered. Please allow 6-8 weeks for delivery.

If this request is due to a legal name change, your request must include legal documentation authorizing your legal name.

Graduate's Name (as should be shown on diploma): _____

Mailing Address (where diploma should be mailed): _____

PAYMENT INFORMATION

Check

Please make checks payable to **A.T. Still University** and mail the completed form and check to: A.T. Still University | ATTN: Enrollment Services | 800 W. Jefferson Street | Kirksville, MO 63501

Credit Card

To pay by credit card, please call 660.626.2019 during regular business hours, and we will be happy to process your request. For security purposes, please do not leave your credit card information via voicemail.