

Diploma Replacement, Duplicate, or PDF Copy Request Form

Student name: _____ Program & Grad Year: _____

Phone number: _____ E-mail: _____

REPLACEMENT OR DUPLICATE ORDER

- Your signature and payment of \$50 per diploma must be submitted before the diploma order will be placed.
- If this request is due to a legal name change, please also submit the [Name of Record Change Request Form](#).
- All diploma orders include a complimentary [certified electronic credential](#).
- Please allow 6-8 weeks for delivery.

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.

FREE ELECTRONIC (PDF) COPY

Graduates prior to September 1, 2023 may order an electronic PDF copy 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

ATSU's record retention policy dictates that pdf diploma copies are retained for 10 years.

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.