

Diplomas  
Replacement, Duplicate or Electronic (PDF) Copy Request Form

Student name: \_\_\_\_\_

Program and Graduation Year: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

REPLACEMENT OR DUPLICATE ORDER

Your signature and a payment of \$50 (per diploma) or \$25 for a Certificate must be submitted to Enrollment Services before your additional diploma can be ordered. Please see page 2 for signature and payment options.

Is this request due to a legal change of name?                      Yes                      No

If your name has changed since receiving your original diploma, your request must be accompanied by legal documentation authorizing and signifying your new legal name.

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

Mailing Address (where diploma should be mailed): \_\_\_\_\_

PLEASE ALLOW 6-8 WEEKS FOR DELIVERY.

\_\_\_\_\_  
\_\_\_\_\_

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): \_\_\_\_\_

# A.T. STILL UNIVERSITY | ATSU

## Diplomas Replacement, Duplicate or Electronic (PDF) Copy Payment Options

Duplicate diploma requests require a signature and payment of \$50 (per diploma) or \$25 for a Certificate before the additional diploma can be ordered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### 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**

Please do not provide your credit card information on this form. To pay by credit card, please call 660.626.2019 between the hours of 8 am and 5 pm CST, and we will be happy to process your request. **For security purposes, please do not leave your credit card information via voicemail.**