

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) must be submitted to Enrollment Services before your additional diploma can be ordered.

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 a [name change request form](#) and 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.

CREDIT CARD PAYMENT

If you prefer to pay by credit card, please complete the information below:

Type of card: MasterCard Visa American Express

Credit card #: _____ Expiration Date: _____ Security Code: _____
3 digit code on back of card

Name as it appears on credit card: _____

Signature: _____

Credit card payments require a signature. We cannot accept a digital signature.

CHECK PAYMENT

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

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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): _____

Mailing Address (where certified copy should be mailed): _____

Signature for PDF diploma copy: _____ Date: _____

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