



CENTRAL STATE UNIVERSITY
Office of the Registrar
P.O. Box 1004
Wilberforce, Ohio 45384-1004
registrar@centralstate.edu – 937.376.6231

DIPLOMA REPLACEMENT REQUEST FORM

STUDENT ID # or SSN: _____ DATE: _____

NAME: _____
First MI Last Maiden

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: (_____) _____ BIRTH DATE: _____

EMAIL ADDRESS: _____

GRADUATION YEAR: _____

DIPLOMA REPLACEMENT INSTRUCTION

Type of Replacement: (Select One)

- Undergraduate
- Graduate

Diploma Replacement Fee: \$30.00
(Request will be processed within two weeks).

Padded Diploma Cover Fee: \$10.00
(Cover only available for Undergraduate diplomas)

Reason for Request: (Check One)

Note: Name will show as listed on academic records

- Damaged
- Lost
- Stolen

Please send my diploma replacement to:

NOTE: The Diploma Replacement will have the current administration's signature block.

Payment by cashier's check or money order must accompany request.

If paying by credit card (VISA, MasterCard, or Discover Card) please complete the fields below and fax this form to (937) 376-6188.

Card # _____ Expiration Date _____ Secure Code _____
(mm/yyyy)

Card billing address: _____

SIGNATURE (required): _____ **DATE:** _____