

Replacement diplomas are available to graduates who have no outstanding obligations to CGU. If you are requesting a diploma in a new name, you **MUST** include documentation of your legal name change. Documentation may include copies of a court order, a new passport or driver's license, marriage certificate, or other government-issued identification. Note that this name change is only for diploma ordering purposes. For historical accuracy, student records, including transcripts, remain in the name under which you attended CGU.

Complete and submit this form to the Registrar's Office with your payment (see below for payment options). Allow 3-4 weeks for processing.

GRADUATE INFORMATION

Last Name _____ First Name _____ Middle Name _____

Name while attending CGU (if different from above) _____

CGU ID Number (if known) 254 — _____

Years of Attendance at CGU or Degree Date _____

Degree(s) for which replacement diploma(s) requested _____

E-Mail _____ Phone _____

For verification purposes, provide Date of Birth ____ / ____ / ____ and the Last 4 Digits of Your Social Security Number _____

REQUEST INFORMATION Check one. Replacement service is \$45 plus any applicable mailing fees.

- Replace Diploma** — I am ordering a replacement diploma in my name as it appears in CGU student records.
- Replace Diploma in My Current/New Name** — I am ordering a replacement diploma and request that it be issued in my new name. I have included documentation as verification of my legal name change.

DELIVERY TYPE

- Domestic U.S.P.S. First Class** — No additional fee required.
- Expedited or International Delivery (FedEx)** - Additional fees required: US domestic destination: \$30; International: \$60.
- Pick Up** — I will pick up my diploma at CGU during regular business hours.

To authorize a third party to pick up your diploma, you must provide a written, signed authorization to the Registrar's Office, providing both the name of the individual and the ID credentials the individual will use. At pick-up, the individual is required to present photo ID.

ADDRESS FOR DELIVERY — Do not use a Post Office Box for deliveries. Please write address exactly how it should appear on mailing label.

Name of Recipient _____

Street Address _____

City, State, Zip _____

Phone (required for expedited and international deliveries) _____

PAYMENT — Add your fees and indicate payment type. I enclose \$ _____ by check credit card **To pay by credit card:**

- visit <https://commerce.cashnet.com/CGURSTR>
- pay all applicable fees
- attach a copy of the payment receipt to this completed and signed form (a receipt will be automatically emailed when your credit card transaction is complete)
- submit the form and receipt to the Registrar's Office in person, via email (student.records@cgu.edu), or fax (909-607-7285).

Please order my replacement diploma as indicated above. I understand that this service cannot be provided to me if I have outstanding obligations to the University. I include all appropriate documentation and fees.

STUDENT SIGNATURE (required) _____ **Date** _____