



# Diploma Replacement Order Form

**Instructions:**

1. The cost for a replacement diploma is \$25. Payment must be made online by visiting the ACU MarketPlace.
2. Please be aware that the diploma you will receive is not a copy of your original diploma. It will have the signatures of the current President, Senior Vice President for Academic Affairs, and Chair of the Board of Trustees. All Associates, Bachelors, Masters, and Specialist diplomas are 8.5” x 11.”
3. Diplomas are sent by First Class Mail within 2-3 weeks after the order form and payment have been received. Expedited shipping (to U.S. addresses only) is available for a \$50 fee. Visit the ACU MarketPlace to request expedited shipping.
4. Unresolved holds on your student account will prevent our office from being able to issue a replacement diploma.
5. If you have any questions regarding this form or the replacement of your diploma, please email the Registrar’s Office at registrar@acu.edu or call 325-674-2300.
6. Completed order forms should be emailed to registrar@acu.edu.

**Required Information**

Student Name (exactly as it should appear on the diploma): \_\_\_\_\_

Student Name during attendance at ACU (if different from above): \_\_\_\_\_

Banner ID: \_\_\_\_\_

Diploma level:

Undergraduate     Graduate     Doctorate

Mailing Address for the replacement diploma:

\_\_\_\_\_

Degree Received: \_\_\_\_\_

\_\_\_\_\_

Year of Completion: \_\_\_\_\_

Email Address:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Student Signature**

Written signature of the student is required for the release of the diploma.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_