

Office of the University Registrar  
Evaluation Services  
(309) 438-2282

## Request Form for Replacement of Diploma or Diploma Cover

Please mark each with the desired quantity:

**Replacement Diploma** \_\_\_ @ **\$12.00 each**    **Replacement Cover** \_\_\_ @ **\$4.00 each**

(If damaged in the mail, no fee is required; damaged original must be returned.)

You may pay for diploma & cover replacements using your VISA, MasterCard, American Express, or Discover credit card or by check. If paying by credit card, you may **fax it to: (309) 438-2338** or mail it along with your payment

to: **Illinois State University, Evaluation Services, Campus Box 2202, Normal, IL 61790-2202.**

**Please note that we cannot complete your request without your remittance and signature.**

**Name:** \_\_\_\_\_

**Name desired on diploma\*:** \_\_\_\_\_

\* Name as printed on original diploma will be used unless legal documentation of name change is provided.  
Please visit <http://registrar.illinoisstate.edu/graduation/diploma.shtml> for more information.\*

**University Identification Number\*\*:** \_\_\_\_\_

(Please include your date of birth if UID is not known)

**Graduation Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Telephone number (daytime):** (\_\_\_\_\_) \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please allow six to eight weeks for processing and delivery.

**\*\*The University Identification Number (UID) is requested as the best and most effective way to uniquely identify you for the purpose of accurately processing and maintaining your educational records. This number is used as the student identification number and is restricted to internal University use. For any reports required by the Federal or State Government, and for the following: matching admission applications with ACT or GRE scores, matching admission status with financial aid, and for providing loan verification, we must use your social security number. For additional information or limited access of your social security number and/or UID, please notify the Office of the University Registrar, Campus Box 2202, Normal, IL 61790-2202 or (309) 438-2188.**

**Please check one:**

VISA                       MasterCard                       American Express                       Discover

**Credit Card Number:**

**Expiration Date:**

-OR-

Check Enclosed (payable to Illinois State University)

**Verification Code:**