



University of Lynchburg

REPLACEMENT DIPLOMA ORDER FORM

Instructions:

- ✓ The cost for a replacement diploma is \$40.00. Payment must accompany this form. Checks should be made payable to University Lynchburg. (The \$40.00 fee is only for a diploma being shipped to an address within the continental United States. Alaska, Hawaii, and foreign countries will be additional. Please call for quote.)
- ✓ Complete and return to the Office of the Registrar, 1501 Lakeside Drive, Lynchburg, VA 24501. Form can also be faxed to 434-544-8220 with credit card information included.

Regulations:

- ✓ All replacement diplomas are current size (14" X 17").
- ✓ Diplomas will normally be mailed within four to six weeks.

<p>Name EXACTLY as it is to appear on diploma:</p> <p>_____</p> <p>_____</p> <p>Birth Date _____ Last 4 SSN _____</p> <p>Diploma Mailing Address:</p> <p>_____</p> <p>_____</p> <p>Daytime Phone (To contact you if there are questions):</p> <p>_____</p> <p>Email Address:</p> <p>_____</p>	<p>Month and Year of Degree Conferral:</p> <p>_____</p> <p>Degree Received:</p> <p>_____</p> <p>Institution Name to be Printed on Diploma: (Circle One)</p> <p><i>University of Lynchburg</i> (standard if choice not selected)</p> <p><i>Lynchburg College</i></p>
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Payment Information:

Check: # _____ Cash: _____

Credit Card: Type _____ # _____ Exp Date: _____

Name on Card: _____ CVV _____

Student Signature: _____ Date: _____