



## Diploma Replacement Request

Submit this form to order a replacement diploma if your original diploma has been lost or irreparably damaged.

The cost is \$30 for diplomas issued after July 1, 2006 and \$50 for diplomas issued prior to July 2006. Payment may be made online using the Miscellaneous Payment Form located on the Business Office website, or with a check or money order made payable to Regent University. Please scan and email, fax, mail, or deliver this form along with payment to Regent's Registrar's Office.

Regent University Registrar's Office  
1000 Regent University Drive, SC 235  
Virginia Beach, VA 23464  
Fax: 757.352.4033  
Email: registrar@regent.edu

Signatures on the diploma will be those currently in use by the University and as such may not be the same as the signatures printed on your original diploma. Your original degree award date will be indicated. Requests will not be processed for students with outstanding holds or balances. **Please note processing may take 6-8 weeks from order to delivery.**

Date of request \_\_\_\_\_ SSN (last 4) or Student ID# \_\_\_\_\_ Date of birth \_\_\_\_\_

Name while in attendance \_\_\_\_\_

Name as you would like it to appear on your diploma (please print):  
\_\_\_\_\_  
\_\_\_\_\_

Regent School attended \_\_\_\_\_

Degree \_\_\_\_\_ Degree date \_\_\_\_\_

- Original diploma issued *after July 1, 2006* - **\$30.00 fee**  
 Original diploma issued *prior to July 1, 2006* - **\$50.00 fee**

Payment transaction number (if using online Misc. Payment Form) \_\_\_\_\_

- I will pick up my diploma from the Registrar's Office (we will notify you when it arrives)  
 Mail my diploma to the address below

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day phone \_\_\_\_\_ Email \_\_\_\_\_

- Update my contact information in the Regent University system using the above.

Registrar's Office Use

Diploma order \_\_\_\_\_ Staff initials \_\_\_\_\_ Date entered \_\_\_\_\_