

# VIRGINIA STATE UNIVERSITY

## REQUEST FOR REPLACEMENT DIPLOMA

(PLEASE **PRINT** NAME AS IT SHOULD APPEAR ON DIPLOMA)

NAME:

FIRST

MIDDLE

LAST

STUDENT ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DAYTIME PHONE # (\_\_\_\_\_) \_\_\_\_\_

I hereby request a Replacement Diploma for the \_\_\_\_\_ degree with  
a major in \_\_\_\_\_ received  
on (graduation date ) \_\_\_\_\_.

By my signature below, I certify that I am a **bona fide** graduate of this University. I understand that for the **\$25.00** Replacement Diploma Fee, I will be mailed, to the above address, a current University Diploma inscribed with my name and degree enclosed in a diploma case.

I further certify that I am not indebted to the University, understanding that this request could not be honored were that the case. I understand that this request cannot be honored if my claim to a University degree is not supported by the University Record.

I understand that this request and the associated fee (**money order or certified check only**) must be received in the Office of the Registrar, at the address below, on or before March 1, July 1 or November 1, which are the only dates for the replacement diplomas and that I should allow six to eight weeks for processing from that date.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Mail money order and this form to: **Office of the Registrar**  
**Virginia State University**  
**P. O. Box 9217**  
**Petersburg VA 23806**

7/2005