



## DIPLOMA REPLACEMENT REQUEST\*

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

Name When Attending Neumann: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Last 4 Digits of Social Security: \_\_\_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*There is a **\$25.00 fee** for diplomas mailed within the United States.

\***\$40 fee** for diplomas that need to be mailed outside the United States.

Please include cash, check or money order made payable to Neumann University. Please return this form with payment to:

**Neumann University  
Attn: Registrar's Office  
One Neumann Drive  
Aston, PA 19014**

*\*\* "Replacement Diploma" will be printed on the bottom right corner of the diploma. The name that appears on the diploma will be the same name that was on the original diploma.*

*\*\*\* All financial obligations must have been met in order for this request to be processed.*

*Only one copy may be ordered. Processing time can take up to 45 days. For faster delivery, please there is an additional \$11.00 processing fee.*

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Office Use Only

Date Diploma Mailed: \_\_\_\_\_

Processed by: \_\_\_\_\_