AZUSA PACIFIC UNIVERSITY

Diploma Re-order Form
Office of the Registrar

Instructions:

1. It will take 8-10 weeks for your diploma to be ordered, printed and sent to the address you have provided.
2. A $35 payment must be received before your diploma re-order can be processed. Payment may be made by cash, check or credit card. Checks should be made out to Azusa Pacific University. Credit card information is the recommended form of payment for faxed diploma re-orders. Credit card payment must include the cardholder's name, credit card number, type of card (Visa, MasterCard, or Discover) and expiration date.
3. If you have any additional questions please contact the appropriate office:

   Undergraduate Registrar (626) 812-3013
   Graduate Center (626) 815-4570
   Center for Adult and Professional Services (626) 815-5301

Student Section:

Name _____ Social Security no. _____-_____-_____
As it appeared on your old diploma - PLEASE PRINT

Name _____ Date of graduation _____ /_____ /_____
As you wish it to appear on your new diploma - PLEASE PRINT

Degree _____ Major _____

Address to which diploma should be sent: (This should be a permanent address to assure delivery)

_____
Street City State ZIP

Current home phone (_____) _____ Current work phone (_____) _____

Office Use Only

☐ Paid for _____ diploma(s) ☐ Diploma ordered _____ ☐ Diploma mailed

Registrar (White) Cashier (Yellow) Student (Pink)

Registrar WEB rev 05/01