

## INFORMATION NEEDED TO ORDER A REPLACEMENT/DUPLICATE DIPLOMA

Name to be printed on the diploma

Name while attending QU

Graduation date (month, year)

Degree and major

Social security number

Date of birth

Phone number

Signed request for replacement/duplicate diploma

Name and address to mail diploma

Any special instructions

Please mail the request to:

Barb Wellman

Registrar's Office

Quincy University

1800 College Ave.

Quincy, IL 62301-2699

Or fax to 217/228-5283 ATTN: Barb Nutt

**NOTE:** A \$50 check payable to Quincy University or credit card information including expiration date must be received with the diploma request.

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_ Date sent to B.O. \_\_\_\_\_

Credit card: Visa \_\_\_ MasterCard \_\_\_ Discover \_\_\_ Date sent to B.O. \_\_\_\_\_ By \_\_\_\_\_

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_ / \_\_\_

Name of Cardholder \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*QU is glad to be able to provide a replacement/duplicate diploma. However, please note that the replacement diploma may be printed when the next batch of diplomas are processed (usually done 3 times per year – call if not received by the end of February, July or October)\*\*\*