



Diploma Replacement Order Form

Instructions:

1. The cost for a replacement diploma is \$25. Payment must be made online by visiting the ACU MarketPlace.
2. Please be aware that the diploma you will receive is not a copy of your original diploma. It will have the signatures of the current President, Provost, and Chairman of the Board of Trustees, and the only diploma size available is 8.5" x 11."
3. Diplomas are sent by First Class Mail within 2-3 weeks after the order form and payment have been received. Expedited shipping (to U.S. addresses only) is available for a \$50 fee. Visit the ACU MarketPlace to request expedited shipping.
4. Unresolved financial holds will prevent our office from being able to issue a replacement diploma.
5. If you have any questions regarding this form or the replacement of your diploma, please call the Registrar's Office at 877-595-7451 or email registrar@acu.edu.
6. Completed order forms may be faxed to 325-674-2238 or emailed to registrar@acu.edu.

Required Information

Student Name (exactly as it should appear on the diploma): _____

Student Name during attendance at ACU (if different from above): _____

Banner ID: _____

Diploma level:

Undergraduate Graduate Doctorate

Mailing Address for the replacement diploma:

Degree Received: _____

Year of Completion: _____

Email Address:

Diploma Format:

Electronic Paper

Phone Number: _____

Student Signature

Written signature of the student is required for the release of the diploma.

Student signature: _____ Date: _____