

REPLACEMENT DIPLOMA REQUEST FORM

REGISTRAR'S OFFICE



Please note that there is a \$25 charge for a replacement diploma that must be paid through the Business Office before your diploma request will be processed. Payments can be made by calling the Business Office at 423-636-7300 ext. 5061. Orders for replacement diplomas are placed once a month on the 15th, so it may take upwards of 4-6 weeks to process a replacement diploma order and receive it from Jostens. Please fill out as much information as you can below, but if you are unsure about anything, we will verify all degree information according to our records.

Last Name	First Name	M.I.	Maiden
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Name during Attendance (if different than above)

Date of Birth	Student ID or Last 4 of SSN	Approx. Dates Attended and/or Graduation Date
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Degree Received

Please list EXACTLY how you want your name to look on your replacement diploma:

☐ **I would like my replacement diploma mailed to me at:**

OR

☐ **I would like to pick it up from the Registrar's Office when it arrives.** We are located on the ground floor of Virginia Hall, Room G-12, on the Greeneville, TN campus.

Please list your contact information below:

Email Address	Phone Number
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Submit this completed form to:

Tusculum University Registrar's Office, Replacement Diploma Request, P.O. Box 5050, Greeneville, TN
37745 Fax: 423-636-5087 Email: registrartu@tusculum.edu

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