



Replacement Diploma Order Form

Please complete all fields below and submit this form, either via mail or electronically, along with your payment and a copy of your federal or state issued photo ID. All items must be received in order to process your request.

Your replacement diploma will be issued in the current format, with signatures of current University officials, and mailed via U.S. Postal Service with signature confirmation. For questions, please call Mary Milazzo at 419-448-2257.

Fees:

- \$40.00 – Replacement Diploma Only
- \$50.00 – Replacement Diploma and Diploma Cover
(Additional postage fees may apply for international shipping.)

<u>Paying by Check: Include the Following Items</u>	<u>Paying Online: Include the Following Items</u>
• Check: Make Payable to Heidelberg University • Completed Replacement Diploma Form • Copy of photo ID • Send to: Mary Milazzo Office of the Registrar Heidelberg University 310 E. Market Street Tiffin, OH 44883	• Submit payment here • Completed Replacement Diploma Form ○ Email: mmilazzo@heidelberg.edu ○ Securely Fax: 419-448-2122 • Copy of photo ID ○ Email: mmilazzo@heidelberg.edu ○ Securely Fax: 419-448-2122

Name at Time of Graduation _____
(Replacement diploma is issued with legal name at time of graduation.)

Degree _____

Year Graduated _____

If you graduated before 2009, do you want Heidelberg University or College? _____

Email Address _____

Phone Number (in case of questions) _____

Current Name and Address _____

When emailing personal information, it is encouraged to trash your information for security reasons.