



Replacement Diploma Order Form

Please print and complete the form below. There is a \$25 fee for a replacement diploma only or \$35 for a diploma and diploma cover (additional postage fees may apply to be sent internationally). Send the replacement form, check (made out to Heidelberg University) and a copy of identification (www.ct.gov/dmv/cwp/view.asp?a=805&q=244772) to:

Cindy Hay
Office of the Registrar
Heidelberg University
310 E. Market Street
Tiffin, OH 44883

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 _____

If wishing to pay by credit card, you can scan the form and send it by email to chay@heidelberg.edu or fax it to (419) 448-2122 which is a secure fax. Payment is made online by going to https://secure.touchnet.net/C22605_ustores/web/classic/store_main.jsp?STOREID=56 . If you have any questions, please call Cindy Hay at (419) 448-2091.

The diploma will be issued in the current format and with the signatures of current University officials. It will be sent to you through the U. S. Postal Service with signature confirmation.

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