

Additional or Replacement Diploma Order Form

Student Name / Name under which you attended RU (and any prior subsequent names):	
Name as you want it to appear on the replacement diploma:	
Student ID Number or Last 4 of SSN:	
Degree Awarded:	
Month & Year of Award:	
Latin Honors:	
Phone:	
E-mail Address:	

Address to which diploma is to be mailed:

Your signature _____

Date _____

Replacement diploma fee is \$20.00 (per diploma) accepted by check or money order made payable to Radford University.

Requests CANNOT be processed without alumni/alumnae signature or payment, therefore email, fax, or telephone requests cannot be honored.

Please send your request to:

Office of the Registrar
Radford University
P.O. Box 6904
Radford, VA 24142

Upon receipt of this information and confirmation of degree earned, a replacement diploma will be printed and sent to the address you have provided in approximately two weeks.