



Request for Replacement/ Duplicate Diploma

Revised 8/1/16

Submission Instructions

Please complete this form in its entirety and email, mail, or fax the form to the Student Records department as listed below.

Ashford University Student Records, 13500 Evening Creek Dr. North, Suite 600., San Diego, CA 92128

◆ Tel: 866.974.5700 ◆ Fax: 888.481.7811 ◆ Email: graduation.information@ashford.edu

Thank you for your request for a replacement/duplicate diploma. The cost of a replacement/duplicate diploma is \$45.00 per diploma. If you are requesting a replacement/duplicate diploma for more than one degree and major, please fill out a separate form for each. **A replacement/duplicate diploma request will not be processed for any student who has an outstanding balance with the University.**

We can only process requests for degrees that have been conferred. Once you have received your initial diploma from Ashford University, you are welcome to order additional copies. If we receive your request before your degree has been conferred, it will not be processed.

Note: Please review the accepted form formats: .PDF, Word (.DOC or .DOCX), Excel (.XLS or .XLSX), TIFF or .TIF, .JPG or .JPEG, Text (.TXT), Bitmap (.BMP), .HTML or .HTM. Submitting a form in any other format may require resubmission or result in a delay in processing.

Student Information

Last Name: _____ First Name: _____ Middle Name: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Student ID: _____

Name used when diploma was originally issued: _____

Degree awarded: _____ Date degree awarded: _____

Name as you wish it to appear on replacement/duplicate diploma: _____

I understand the replacement/duplicate diploma will bear the signatures of the current University officials. Students who previously received a diploma from Mount St. Clare College, The Franciscan University, or The Franciscan University of the Prairies, and order a replacement/duplicate diploma, will receive their a diploma with the institution name of Ashford University.

Date: _____

The fee for a duplicate/replacement diploma is \$45 per diploma. Payment must be received prior to processing this request. You may make a payment by mail or you may contact the Account Resolution department to make a payment over the phone.

**Ashford University, Attn: Account Resolution
13500 Evening Creek Dr. North, Suite 600., San Diego, CA 92128**

Account Resolution may be contacted at 800.798.0584 ext. 20066.

Upon receipt of your request and confirmed payment, the processing time is approximately 6-8weeks.