

# Quincy University

## ORDER FOR A REPLACEMENT/DUPLICATE DIPLOMA

Name to be printed on the diploma: \_\_\_\_\_  
(PLEASE PRINT)

Name while attending QU: \_\_\_\_\_  
(PLEASE PRINT)

Graduation date (month, year): \_\_\_\_\_

Degree and major: \_\_\_\_\_

Student ID or SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signed request for replacement/duplicate diploma

Name and Address to mail diploma: \_\_\_\_\_  
\_\_\_\_\_

Any special instructions: \_\_\_\_\_  
\_\_\_\_\_

Please mail the request to:  
Registrar's Office  
Quincy University  
1800 College Ave.  
Quincy, IL 62301-2699

NOTE: A \$50 check or money order payable to Quincy University must accompany the diploma request.

Signature: \_\_\_\_\_

\*\*\* QU is glad to be able to provide a replacement/duplicate diploma. However, please note that the replacement diploma may be printed when the next batch of diplomas are processed (usually done 3 times per year -- call if not received by the end of February, July or October) \*\*\*