

HOLLINS UNIVERSITY

Replacement Diploma Request

Hollins University will provide a replacement diploma for those graduates who desire it. Please complete the information below and return the form along with a check or money order in the amount of \$50.00 made payable to Hollins University to the address located at the bottom of the form. Diplomas will be produced on the current stock using current signatures and therefore will not be an exact duplicate of the diploma originally issued. Diploma orders are usually completed within four to six weeks but please allow additional time if ordering during the months of March through June.

Please provide your legal name as it should appear on the diploma. No nicknames or initials. Please print all information clearly using capital and lower case letters. Do not use all capital letters.

NAME: _____
(First) (Middle) (Last)

SOCIAL SECURITY NUMBER: _____ **DATE OF BIRTH:** _____

PROGRAM OF STUDY: _____
(First Major) (Second Major, if applicable)

DEGREE AWARDED: Bachelor's Master's Certificate of Advanced Studies

DATE OF GRADUATION: _____

INDICATE HOW YOU WOULD LIKE TO RECEIVE YOUR DIPLOMA:

Please check one: Pick up diploma Mail to me at address below

MAILING ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

SIGNATURE: _____

RETURN FORM TO: REGISTRAR
HOLLINS UNIVERSITY
BOX 9708
7916 WILLIAMSON RD
ROANOKE VA 24020