

Duplicate Diploma
Request Form

Student Name: _____
Last First Middle

Name while attended: _____
Last First Middle

Date of Birth: _____ Last 4 of Social Security Number: _____

Phone Number: _____ Email Address: _____

Dates of Attendance: _____ Degree Received | Campus Attended: _____

Student Signature: _____ **required to release transcripts (FERPA)**

By signing I understand that diplomas will not be ordered: **a)** for any student whose financial obligations to Schiller International University have not been satisfied **b)** without receipt of full payment of diploma fees as stipulated below; **c)** unless all official transcripts/documents from previous schools are on file. **Transcripts will not be released without the student's signature.**

Express Courier Fee

Send to: _____

Send to: _____

OFFICE INTERNAL USE ONLY

The duplicate diploma fee is \$150 USD per diploma.

The express courier fee is an **additional** \$55.00 USD (€75.00).

HOLD: NO / YES Amount: _____ Date Received: _____

Reason: _____

Bursar: _____ Date: _____

Registrar: _____ Date sent: _____

SCHILLER

INTERNATIONAL UNIVERSITY

Tampa · Madrid · Paris · Heidelberg

Payment:

Please be sure to properly calculate the total number of requested items below.

Insert the **TOTAL** number of requested items in each box.

Express Courier fee \$55.00 USD | €75.00

Duplicate Diploma \$150.00 USD | €160.00

MUST INCLUDE **AUTHORIZATION CODE** and **SIGNATURE**

Credit Card Payment Form

I HEARBY AUTHORIZE A CHARGE TO BE MADE TO MY CREDIT CARD:

(Check One)

VISA MASTERCARD/EUROCARD AMERICAN EXPRESS OTHER

AMOUNT: \$ _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

CARD IDENTIFICATION NUMBER (Last 3 digits on back of credit card): _____

NAME (PRINT): _____

SIGNATURE: _____