



# 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.

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: \_\_\_\_\_



**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: \_\_\_\_\_