

Office Use Only (DR):

REPLACEMENT DIPLOMA REQUEST

**Avila University, Registration and Student Records Office
11901 Wornall Road, Kansas City, MO 64145**

- Diploma requests cannot be filled if there is a hold on your account.
- Diplomas are \$40.00 per copy, payable by cash or check only. Due when request is submitted.
- Diploma requests may take up to three months to fulfill depending on time of year.
- Diplomas cannot be released to third parties without a signature from the student.
- **Your last name on the diploma is the last name used when you last attended Avila.**

Current Last Name First Middle Avila ID Number or SSN

Other last names used (maiden, former, etc.) Last Name when Graduated Birth date

Current Street Address City State Zip

Current Home Telephone Number E-mail Address

Last Date of Attendance at Avila Signature

Degree Major Honors Today's Date

Please Note: If graduation occurred prior to July 1st, 2002, diploma will be issued as Avila University with a note indicating diploma completed as Avila College or College of Saint Teresa as appropriate. All replacement diplomas contain a note specifying replacement year and month.

SEND DIPLOMA TO (if different than above):

Company or Person: _____
Attention: _____
Street Address: _____
City, State, Zip: _____

OFFICE USE ONLY: Hard Copy Computer Logged Date Sent _____
Amount Paid: _____ Cash Check# _____ Initial: _____