



OFFICE OF THE REGISTRAR
REPLACEMENT DIPLOMA ORDER FORM

To obtain a replacement diploma, please complete the form below and submit with the **\$50 replacement fee** (check, money order or credit card only). Requests cannot be honored from those students whose financial and academic records at the university are not in good standing. The replacement diploma will be printed with the current institution's name and the signatures of the current President of the University and Chairman of the Board of Trustees, but the original degree date will be specified. Please allow at least two to four weeks for processing.

Degree/Diploma Information (PLEASE PRINT)

| | | | |
|---|-------|--------|------|
| Name | First | Middle | Last |
| <i>Full name when you attended Finlandia (if different)</i> | First | Middle | Last |

| | |
|--------------------------|----------------------|
| Phone/Cell Number | Email Address |
|--------------------------|----------------------|

| | |
|-----------------------|--------------------------------|
| Year Graduated | Degree and Major Earned |
|-----------------------|--------------------------------|

| | |
|-------------------------------|--|
| Social Security Number | <i>(Your SS# is being requested because it is a unique identification number that is maintained for the purpose of assurance that the correct student record is being updated)</i> |
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Replacement Order Information

PRINT YOUR NAME EXACTLY AS YOU WISH FOR IT TO APPEAR ON YOUR NEW DIPLOMA.

Due to the danger of identity theft, persons who wish to change their first, middle or last name on their diploma must provide a copy of the marriage license, a court order, or a dissolution decree certifying their name change. Please send a copy of one of these documents with your request. We cannot accept a copy of your current driver's license or social security card.

Name

| | |
|-----------------------------|-------------|
| Signature (Required) | Date |
|-----------------------------|-------------|

Diploma Mailing Information

Note: Diplomas will be mailed to the address exactly as requested. If the diploma is returned as undeliverable, you will be responsible for the cost of additional shipping. **Please print clearly.**

Name

Address

Address

Return Order Form

If you would like to use a credit card for this purchase, please fill out the information below

| | |
|---|---|
| Name | RETURN THIS FORM TO: Finlandia University Office of the Registrar 601 Quincy Street Hancock, Michigan 49930 |
| Credit Card Number | |
| Exp. Date | |
| CV Code <small>(Usually a 3 digit code on back of card)</small> | |

Please include your check, credit card, or money order payable to Finlandia University, along with any required documentation.