NEIU | NORTHEASTERN ILLINOIS UNIVERSITY

DIPLOMA REORDER REQUEST

I wish to order a replacement/duplicate diploma(s) for my:

- ☐ Bachelor's Degree $20.00
- ☐ Master's Degree (11x14) $25.00
- ☐ Doctoral Degree (11x14) $25.00
- ☐ Undergraduate Certificate $20.00
- ☐ Post – Baccalaureate Certificate $20.00
- ☐ Graduate Certificate $20.00

My date of graduation/award was: _____

Month/Year

NOTE: *If you have changed your name since you graduated, you must submit an official Change of Name form with appropriate documents so that we may issue your diploma with your current legal name. You will find that form at: neiu.edu/academics/registrarservices/forms*

_____

Name (Please **print** name)

CHECK ONE:

- ☐ Please notify me when my diploma is available and I will pick it up
- ☐ Please mail my diploma to me at the address below

_____

Name (Please print)

_____

Address

_____

City State Zip

_____ _____

Phone Number email

_____ _____ _____

Student Signature **Student ID Number** **Date**

Please allow *6-8 weeks* to process. Only current University officer signatures are printed on diplomas.

Please submit this form to Enrollment Services (D-101) or via email at gradeval@neiu.edu (Bachelors) or grecords@neiu.edu (Masters) Payment may be made to Student Payment services at studentpaymentservices@neiu.edu or 773-442-5184

ES - MJ - 08/26