



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

Graduate Certificate \$20.00

My date of graduation was: _____
Month/Year

I would like my name to appear on my diploma **exactly** as I have indicated below:

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/registrar/services/forms.

Name (Please **print** current 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 E-mail

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); contact studentpaymentservices@neiu.edu to arrange payment; or mail the completed form and payment (check or money order made out to NEIU, include your student ID # on the check) to the address below:

The Office of Enrollment Services (D-101)
Northeastern Illinois University
5500 North St. Louis Avenue, Chicago, IL 60625