

# Diploma Replacement Request Form



## DIPLOMA REPLACEMENT POLICY:

If your diploma has been lost or damaged, you may request a replacement diploma by submitting a completed Diploma Replacement Request form. Requests may be submitted by fax, scan-to-email, or mail to the Office of the Registrar. Re-issued diplomas will bear the signatures of the current Board of Trustees Chair, President, Academic Dean and Registrar and be printed in the current style.

Diplomas are re-issued at a charge of \$50.00. Diploma Replacement Requests will not be processed until all Taylor Seminary accounts and fees have been paid in full. Processing may take up to eight weeks. The re-issued diploma will be certified mailed to the address indicated on this form.

## PERSONAL INFORMATION: (COMPLETE IN FULL)

Full Legal Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

Maiden or Alternate Name: \_\_\_\_\_ Degree: \_\_\_\_\_

*[If applicable: as on the original document]*

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Birth Date (m/d/y): \_\_\_\_\_

Phone number: ( ) \_\_\_\_\_ home ( ) \_\_\_\_\_ work/cell

E-mail Address: \_\_\_\_\_

Attended Seminary:  prior to 1986  1986 1998  1999 present

Reason for Request:  Lost  Damaged (diploma must be enclosed)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Payment Information: \$50.00

Paid by:  Certified Cheque/Money Order [Payable to Taylor Seminary]

Payment via phone (780-431-5200)

MC  Visa Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

## Office Use Only:

Account checked by: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Degree Granted: \_\_\_\_\_ Date degree conferred: \_\_\_\_\_

Date diploma printed: \_\_\_\_\_ Date diploma mailed: \_\_\_\_\_ Initial: \_\_\_\_\_