



Virginia International University
 The Office of Registrar
 11200 Waples Mill Road Suite 360
 Fairfax, VA 22030
 Telephone: (703) 591-7042
 Fax: (703) 591-7048
 Email: registrar@viu.edu

DIPLOMA/CERTIFICATE REPLACEMENT ORDER FORM

Dear VIU Graduate:

Thank you for your request for a replacement diploma/certificate. The cost of a replacement diploma/certificate is listed below. Please complete this form and submit it to the Registrar's Office together with a receipt of replacement fee. Normal processing time is approximately 4 weeks. If you have any questions, please contact the Registrar's Office by phone at 703-591-7042 or by email at registrar@viu.edu.

Graduate/Undergraduate diploma: \$50
 Business, Computer, TESOL Certificate: \$25
 ESL certificate: \$10

To be completed by the student:

Student ID #: _____ Date of Birth (MM/DD/YYYY): _____

Last Name: _____ First & Middle Name: _____

Current Address: _____

Phone No.: (____) _____ - _____ E-mail: _____

Semester of Graduation: _____

Degree Received: _____ Concentration, if any: _____

Your name as you would like it to appear on the diploma/certificate:

 (If you have changed your name and wish to reflect the change on the replacement, please submit a legal documentation – e.g. valid driver's license or passport.)

- I will pick it up myself.
- Please mail it to my current address. (Postage fee: Domestic: \$30 / International: \$100)

 Student's Signature

 Date

Office Use Only

Request received by the Registrar's Office: _____ Date: _____

Payment received by the Accounting Office: _____ Date: _____

Order completed by the Registrar's Office: _____ Date: _____

Replacement received/sent to the student: _____ Date: _____