



Virginia International University
4401 Village Drive
Fairfax, VA 22030
Phone: 703-591-7042 Ext. 321
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 \$50.** Please complete this form and submit it to the Registrar's Office together with a receipt of the 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 Ext. 321 or by email at registrar@viu.edu.

To be completed by the student:

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

Last Name: _____ First & Middle Name: _____

Current Address: _____

Phone No.: (_____) _____ - _____ Email: _____

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.)

Please indicate how you would like to receive your replacement. Mailing is available for an additional fee. (Domestic delivery: \$30 / International delivery: \$100)

I will pick it up myself.

I authorize _____ to pick it up on my behalf.

Mail replacement order to address below.

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: _____