

REPLACEMENT DIPLOMA REQUEST

Avila University, Registration and Student Records Office
11901 Wornall Road, Kansas City, MO 64145

- Diploma requests cannot be filled if there is a hold on your account.
- Diplomas are \$50.00 per copy, payable by cash or check only. Due when request is submitted.
- Diploma requests may take up to three months to fulfill depending on time of year.
- Diplomas cannot be released to third parties without a signature from the student.
- Your last name on the diploma is the last name used when you last attended Avila.
- Diplomas not picked up or that were returned in the mail are shredded one year after the graduation date.

Current Last Name	First	Middle	Avila ID Number or SSN
Other last names used (maiden, former, etc.)			Birth date
Last Name when Graduated			
Current Street Address	City	State	Zip
Current Home Telephone Number	E-mail Address		
Last Date of Attendance at Avila	Signature		
Degree	Major	Honors	Today's Date

Please Note: If graduation occurred prior to July 1st, 2002, diploma will be issued as Avila University with a note indicating diploma completed as Avila College or College of Saint Teresa as appropriate. All replacement diplomas contain a note specifying replacement year and month.

SEND DIPLOMA TO (if different than above):

Company	or	Person: _____
Attention: _____		
Street Address: _____		
City, State, Zip: _____		

OFFICE USE ONLY:	☐ Hard Copy	☐ Computer	☐ Logged	Date Sent _____
Amount Paid: _____	☐ Cash	☐ Check# _____	Initial: _____	