

Replacement Diploma Request Form

Complete this form if you are requesting a replacement diploma due to loss or damage; name change; or need to have a diploma apostilled.

Instructions:

- 1. Complete all information requested below and submit via fax (330-941-1408), e-mail (records@ysu.edu), or in person at the Penguin Service Center, Meshel Hall, 2nd floor.
- 2. Once your form is received and information is verified you will receive an e-mail (1-2 busn. days) with instructions to pay.
- 3. Pay for your replacement diploma using the link sent to you in the email.

Pymt Email Sent: Pymt Rcvd:

4. Allow 3-4 weeks for processing, printing, and mailing of replacement diplomas. During times of high volume or printer vendor changes processing can take longer.

Student/Degree Information:	
Name:	Student ID# or SSN:
First MI Last	
Name at time of graduation:	Date of Birth:
(If different from above)	MM/DD/YYYY
Phone Number (required):	Email (required):
*Name desired on diploma:	
*YSU must have the diploma name on record. If the diploma name is not on record you must submit a Change of Information form and appropriate documentation with	
this form.	
Degree Received:	Graduation Date:
Did you receive honors?YesNo	
Please check one of the following:	
My original diploma was lost damaged or destroyed	My name is different than the one on my diploma
My original diploma was lost, damaged, or destroyed.	My name is different than the one on my diploma.
My original diploma was never received.	I need a replacement diploma for an apostille.
Other:	
Delivery/Pick-Up Information: Diplomas can be picked up at the Penguin Service Center (330-941-6000) in Meshel Hall, 2 nd floor, during	
regular business hours. A photo ID must be presented for pick-up.	
I will pick-up my diploma. Please (circle one) call or email me when it is ready.	
Language with the second distance of a selection	As wish on more disclosure from the
I cannot pick-up my diploma. I authorize,	
	name clearly)
Please mail the diploma to:	
Address:	
City: Stat	e: Zip:
Charles & Clause Association	Data
Student Signature:	Date:
For Records Use Only:	

Order Placed:

Order Rcvd: