

REPLACEMENT DIPLOMA REQUEST

Trinity International University
University Records
2065 Half Day Road
Deerfield, IL 60015

Fax: 847-317-8107
Phone: 847-317-7050 (College & REACH Records)
Phone: 847-317-8050 (Graduate & Doctoral Records)
E-mail: tcrecords@tiu.edu (College Records)
E-mail: reachrecords@tiu.edu (REACH Records)
E-mail: teds-tgsrec@tiu.edu (Graduate & Doctoral Records)



***** If you need special documentation for use in a foreign country rather than a personal replacement copy of your diploma, please contact the TIU Records Office before completing this form. *****

Name (exactly as it should appear on the diploma): _____

Identifying Information

TIU Student Identification Number: _____

OR

Last 4 Digits of Social Security Number AND Birthdate: _____ / _____ / _____

Degree Earned: _____

Graduation Semester and Year:¹ _____

If this diploma is for a TEDS degree earned after 1995, you have the choice of receiving a diploma that says Trinity International University or Trinity Evangelical Divinity School. If this applies to you, mark one: TEDS Diploma TIU Diploma

Address to which the diploma should be sent: _____

Current Daytime Phone Number: _____

Current E-mail Address: _____

There is a \$40.00 fee for a replacement diploma.² Method of Payment (mark one):

Credit Card Cash Check Money Order (payable to Trinity International University)

If Credit Card: Card Type: _____ Card #: _____

(We are not able to take American Express)

Expiration Date: ____ / ____ / ____ Name on Card: _____

Please provide a brief description of the reason you are requesting a replacement diploma:

Signature: _____ Date: _____
(An electronic signature is not acceptable.)

Please note that diplomas are only printed about four times per year. Upon receipt of completed form, your diploma request will be processed with the next regularly scheduled diploma order.

¹ For diplomas originally issued prior to May 1990, the Records Office provides a replacement diploma that bears the most recent commencement date and the signatures of the current University officials. The following sentence appears on the bottom to indicate that it is a replacement, "This diploma is issued in place of one granted (month, date, year)."

² Diplomas mailed within the United States are sent via USPS with Delivery Confirmation. Diplomas mailed to addresses outside the United States are sent via registered mail. If an alternate shipping method is desired, please contact the Records Office; an additional charge may be required.