



# Diploma Replacement Request

Registrar

2500 E. Nutwood Ave.  
Fullerton, CA 92831 USA  
(714) 879-3901  
FAX (714) 681-7230  
Email: registraroffice@hiu.edu

Name \_\_\_\_\_ HIU ID# (if known) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Phone \_\_\_\_\_ Date of Graduation \_\_\_\_\_ Degree Conferred (i.e. BA '96, BS '01, MA '10) \_\_\_\_\_

Name Which Appeared on Original Diploma \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Request for replacement must be made in writing. Name, address, phone, HIU ID# must appear printed on the request. Must be signed with legal signature.
2. Original diploma must be returned. In cases of lost or destroyed diplomas, documentation/verification must be provided detailing nature and time of loss.
3. Cost of replacement will be \$25.00 made payable online at <https://www.parchment.com/>.
4. Payment must be received before order is made and original diploma must be received before diploma is released.
5. Replacements will be worded, "The Directors of Hope International University upon recommendation of the Faculty have conferred upon NAME, DEGREE, DATE."
6. New diploma will bear the date of original issue.
7. New diploma will bear current administrative signatures.
8. New diploma will bear the name of original issue. (Transcripts may reflect name changes)
9. Replacements will bear on the face a disclaimer stating original award date, replacement date, and wording about the cause of replacement (i.e. loss or institutional name change).
10. Replacement diplomas are delivered through the U.S. mail within 30 days from HIU's diploma delivery service, Parchment.

Reason for Replacement/Documentation of Loss:  
(Write reason below.)

## FOR OFFICE USE ONLY

Payment Received \_\_\_\_\_ Date \_\_\_\_\_ Submitted to Parchment on \_\_\_\_\_