



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.
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*).

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

AUTOMATIC CREDIT CARD/DEBIT CARD CHARGE

The card holder herein authorizes the HIU Business Office to process payments for diploma replacements by automatically charging the payment to the card provided.

Name on Card _____

Card Number _____

Card Expiration Date _____ Card Security Code _____

Amount to Charge _____

Card Billing Address _____

City _____ State _____ Zip _____

Email Receipt to _____

Card Holder's Signature _____

Must be a handwritten signature