

DIPLOMA REPLACEMENT REQUEST

While degrees do appear, majors, minors and specializations are not printed on the diploma. If the name you are requesting on your diploma is not listed in our system, you will need to submit a name change request form as well.

1. **Name To Appear On Diploma** (please print): _____
2. **Previous Name(s)** (if applicable): _____
3. **Date of Birth** (required): _____ **Last Four of SSN** (required): _____
4. **Current Address:** _____
Street Address

City, State & Zip Code
5. **Phone:** _____ **Type:** Cell Home
6. **Email Address:** _____
7. **Year of Degree Completion:** _____ (please approximate if not definite)
8. **For which degree(s) do you want your diploma printed?**
 Bachelor Master
 Other (please specify): _____

PAYMENT METHOD (Cost of \$25.00 per diploma)

- I have already paid online via Capital's website at <https://capital.shopsite.com/main/Diploma-Replacement.html>
 - o If you choose this option, you can email this form to registrar@capital.edu
- I have enclosed a check or money order along with this form
 - o Please make check/money order payable to **Capital University** and mail along with this form to:

**Office of the Registrar
1 College and Main
Columbus, OH 43209**

Student Signature: _____

Date: _____