



Office of the Registrar
1235 University Blvd.
Steubenville, OH 43952

Phone: 740-283-6226
Fax: 740-284-5469
E-mail: registrar@franciscan.edu

REPLACEMENT DIPLOMA REQUEST

Franciscan University of Steubenville will issue a replacement diploma upon request. There is a \$25 replacement fee. Replacements may take 4-6 weeks upon receipt of request. All diplomas will bear the current title of the University regardless of when the degree was attained. The document will also bear the signatures of the current President, Vice President of Academic Affairs, and University Secretary. Original signatures of previous officials cannot be obtained. Diplomas will only be released upon signed request of the degree recipient. Requests may not be submitted by family or friends.

COMPLETE THE FOLLOWING INFORMATION

NAME: _____ STUDENT ID #: _____

FULL NAME (as it should appear on diploma): _____

PREVIOUS NAME(S): _____
(include name at time of enrollment)

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

DEGREE ATTAINED: _____ DATE OF DEGREE: _____

DID YOU RECEIVE HONORS? (cum laude, magna cum laude, or summa cum laude) YES NO

WERE YOU IN THE HONORS PROGRAM? YES NO

DO YOU NEED A NOTARIZED DIPLOMA FOR AN APOSTILLE? YES/NO _____

INSTRUCTIONS FOR APOSTILLE www.sos.state.oh.us

ADDITIONAL NOTES/SPECIAL INSTRUCTIONS _____

MAIL TO: _____

SIGNATURE: _____

I verify that this is my signature and that I am requesting a replacement diploma for a degree that I have earned at Franciscan University of Steubenville (formerly known as the College of Steubenville).

Please enclose \$25 payment for the replacement diploma. Additional fee of \$1.00 for Apostille. Check or money order may be made payable to: Franciscan University of Steubenville. Regretfully, we do not accept credit card

FOR OFFICE USE ONLY

Date Request Rcvd _____

Paid _____

Balance Clear _____

Date Mailed _____

Degree Verification AA BA BS BSN MA MBA MSE MSA MSN

Date Conferred _____

Honors _____

Name to print _____