



Clark Atlanta University

Office of the University Registrar

223 James P. Brawley Drive, SW

102 Trevor Arnett Hall

Atlanta, Georgia 30314

DIPLOMA REORDER FORM

The cost of replacing a diploma is twenty-five dollars (\$25.00) effective 08/2008. All payments are due in advance in the form of a money order or cashier's check payable to Clark Atlanta University. The payment must be submitted with this form to the Office of the University Registrar. If the diplomas are to be mailed out of the country, the student is responsible for loss or damage incurred during shipment. The processing time is 6 to 8 weeks from the date the order is submitted not the date the request is received. Orders are submitted twice a month, usually around the 15th and 30th.

Date of Request: _____

Institution Attended:

Name (Current): _____

Prior Name at time of graduation: _____

SS# _____ or ID# 900 _____

Major _____ Type of Degree Awarded _____

Graduation Date _____

Signature _____

Mailing Address for Diploma: (Please Print)

Street Address

City

State

Zip Code

Daytime Telephone No. _____

Evening Telephone No. _____

Office Use Only

Date Diploma mailed: _____

Date Diploma Picked Up: _____

Received By: _____

(Signature Required)