



Duplicate Diploma Request Form

Date: ____/____/____

****The duplicate diploma will bear the current University name and will state the date of reissue****

*****PLEASE PRINT CLEARLY*****

STUDENT INFORMATION:

Full Name (to appear on diploma): _____
Address _____ City: _____ State: _____ Zip: _____
Phone Number: (____) _____ Last 4 of SSN/Student ID: _____ Date of Birth: _____
Email Address: _____
Degree(s) Received: _____

MAIL DIPLOMA TO:

Full Name: _____
Address _____ City: _____ State: _____ Zip: _____

OPTIONS AND FEES:

DOMESTIC SHIPPING

(Please complete this section if you are shipping within the US)

\$25.00 per Official Copy *Standard Processing**

**Please allow 4-6 weeks for receipt*

Quantity of Associate Diploma(s): _____

Quantity of Bachelor Diploma(s): _____

Quantity of Master Diploma(s): _____

***Each copy will be shipped in a separate package.*

INTERNATIONAL SHIPPING

(Please complete this section if you are shipping outside the US)

\$50.00 per Official Copy *Standard Processing**

**Please allow 4-6 weeks for receipt*

Quantity of Associate Diploma(s): _____

Quantity of Bachelor Diploma(s): _____

Quantity of Master Diploma(s): _____

***Each copy will be shipped in a separate package.*

DIPLOMAS WILL BE WITHHELD IF FINANCIAL OBLIGATIONS TO THE UNIVERSITY HAVE NOT BEEN SATISFIED

CREDIT CARD AUTHORIZATION

Card Type (circle one): VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name of Cardholder _____

Billing Address _____ City: _____ State: _____ Zip: _____

Name of student if different from cardholder: _____ Phone Number: (____) _____

Credit Card Number: _____ Security Code: _____ Expiration Date: _____

I authorize American InterContinental University to charge \$_____ to my credit card.

Signature of Cardholder: _____ Date: ____/____/____

Student's Signature: _____ Date: ____/____/____

Please submit your request and payment to:

Email: Diplomas@aiuniv.edu

For questions, please call Toll Free: (877) 221-5800, Ext. 64502

Acceptable Payment Types:

✓Debit/Credit Cards