



# 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:

<p><b>DOMESTIC SHIPPING</b> (Please complete this section if you are shipping within the US) RUSH DELIVERY _____ (additional \$25.00 per copy) <b>\$25.00</b> per Official Copy <i>Standard Processing*</i> <i>*Please allow 4-6 weeks for receipt</i></p> <p>Quantity of Associate Diploma(s): _____ Quantity of Bachelor Diploma(s): _____ Quantity of Master Diploma(s): _____ <i>**Each copy will be shipped in a separate package.</i></p>	<p><b>INTERNATIONAL SHIPPING</b> (Please complete this section if you are shipping outside the US) RUSH DELIVERY _____ (additional \$25.00 per copy) <b>\$50.00</b> per Official Copy <i>Standard Processing*</i> <i>*Please allow 4-6 weeks for receipt</i></p> <p>Quantity of Associate Diploma(s): _____ Quantity of Bachelor Diploma(s): _____ Quantity of Master Diploma(s): _____ <i>**Each copy will be shipped in a separate package.</i></p>	<p><b>ATTESTATION</b> (Please complete this section if you require a notarized university-level attestation with your diploma) ____ Yes <i>Please include an additional \$25.00 per copy</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### 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:

#### Acceptable Payment Types:

Mail: American InterContinental University  
231 N. Martingale Rd., 9<sup>th</sup> floor  
Schaumburg, IL 60173  
Attention: Diplomas

- ✓ Debit/Credit Cards **\*Preferred**
- ✓ Money Orders - Payable to AIU Online (US Currency ONLY)
- ✓ Please **DO NOT** send Personal Check or Cash

Email: [Diplomas@aiuniv.edu](mailto:Diplomas@aiuniv.edu)

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