



Request for Replacement - \$75

Please be aware that upon graduating from the university you will receive one copy of your diploma. Turn this form into the Registrar's Office for any additional copies of your diploma. Each additional copy is seventy five dollars. Please allow six to eight weeks for processing.

(Copy of Diploma and Cover (Sent by HGU via USPS), shipping by priority mail \$15

LEGAL NAME: _____

This name will appear on your diploma.

Last

First

Middle

HOME PHONE: _____ **PROGRAM:** _____ **STUDENT ID:** _____

STREET ADDRESS: _____

Street

City

State

ZIP code

EMAIL: _____

TERM YOU WILL GRADUATE: _____ Spring Summer Fall

Year

PREFER TO RECEIVE DIPLOMA by mail to the above address pick up

email: registrar@herguanuniversity.org

FINANCE OFFICE USE ONLY

AMOUNT CHARGED: _____

AMOUND PAID: _____

FINANCE DEPARTMENT: _____ **DATE:** _____

STUDENT SIGNATURE: _____ **DATE:** _____