

DIPLOMA REORDER FORM

*Diploma reorders incur a charge of \$25 payable to Christopher Newport University.
Payment can be made by cash, check, or money order.*

NOTE: *Diploma records will have the current University name and the signatures of the current President, Provost, Rector, and Registrar.*

LEGAL NAME*: (Please Print)			
_____	_____	_____	
First	Middle	Last	

DIPLOMA NAME*: (Please Print)			
_____	_____	_____	
First	Middle	Last	

NOTE: Please print your name as you want it to appear on your diploma. You may use initials rather than a middle or first name. The name on your diploma must be your legal name (nicknames will not be printed).

DIPLOMA DELIVERY: *Expected process and delivery time is approximately three weeks.*

Pick Up *You will be contacted upon diploma receipt. Your diploma will be available for pick up in the Office of the Registrar. Photo identification is required for diploma release.*

Mail**

ADDRESS:**
(for delivery of diploma) _____

EMAIL ADDRESS:	
PHONE NUMBER:	CNU ID # (if known) <u>or</u> DATE OF BIRTH:
SIGNATURE:	DATE:

An electronic signature is sufficient if received from a Christopher Newport e-mail address.

*If your legal name differs from your diploma name (i.e. through court order, marriage license, or divorce decree) this diploma reorder form must be accompanied by copies of (1) photo identification displaying your new name (i.e. passport, driver's license, or other state issued identification) **and** (2) supporting documentation (i.e. court order, marriage license, divorce decree).

DEGREE:	MAJOR:	GRADUATION MONTH/YEAR:

Christopher Newport University
Attn: Office of the Registrar, Christopher Newport Hall – 1st Floor Commons
1 Avenue of the Arts, Newport News, VA 23606
Phone: (757) 594-7155
Fax: (757) 594-7711
Email: register@cnu.edu

OFFICIAL USE: <input type="checkbox"/> SHADEGR <input type="checkbox"/> SOAHOLD <input type="checkbox"/> SHATERM <input type="checkbox"/> JOSTENS <input type="checkbox"/> FEE PAID	Date: _____	Initials: _____
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