

Diploma Duplicate/ Reprint Request



Hannibal-LaGrange
UNIVERSITY

Office of Registrar
2800 Palmyra Road Hannibal, MO 63401
Phone: 573-629-3046 fax: 573-221-4293
Email: registrar@hlg.edu
www.hlg.edu/academics/registrar.php

Student ID or Social Security Number _____

Contact phone number: _____ E-mail: _____

Name while attending Hannibal-LaGrange University:

Name to be Printed on diploma:
(if different from above please send a copy of your driver's license or marriage license, etc.)

Degree(s) Awarded: _____ Date Earned (month and year): _____

Mailing Address to receive the diploma

Reason for requesting duplicate or reprint: _____

The diploma will be mailed in an 11x14 mailer, so you may need to make arrangements with your post office. Upon receiving your request, processing time is 4 - 6 weeks.

The cost of a duplicate/reprint diploma:

- Diploma: \$40
- Diploma Cover: \$30
- International Shipping Charge: \$50
(in addition to the diploma charge)

Total \$ _____

Method of Payment: Check Visa Master Card Discover Other

Acct # _____ Exp: Date: ____/____/____ 3-digit Security Code _____

I hereby authorize Hannibal-LaGrange University to send my diploma to the address noted above. I understand that all financial obligations to the university must be satisfied before my diploma will be sent. It is my sole responsibility to provide a complete and accurate address. I authorize Hannibal-LaGrange University to charge the payment method listed for the items requested.

Student Signature Date Requested: ____/____/____

Please mail, fax, or scan and email this form to the address listed above.