



Duplicate/Replacement Diploma Request

All diplomas, regardless of degree or date of graduation, will be 8x10 in.

Diploma orders take 4-6 weeks to be processed.

All diplomas, regardless of date of graduation will be signed by the current president of the university.

The charge for a new diploma is \$50.00. Make a check or money order payable to: Transylvania University. To pay online, please visit our [virtual terminal](#).

Submit this completed form and payment to:

Transylvania University
Office of the Registrar
300 N. Broadway
Lexington, KY 40508

Student ID: _____ Date of Birth: _____
(if known)

Email or Phone: _____

NAME

Full Legal Name While Attending: _____
(First, Middle, Last)

Name to be printed on diploma: _____

Year Degree Awarded: _____

Address (to mail diploma to)

Line 1: _____

Line 2: _____

Line 3: _____

Signature: _____ Date: _____

Office of the Registrar
Phone: 859-233-8116
Email: registrar@transy.edu