



Form updated 12/04/2024

Replacement Diploma Order Form for Doctorate, Specialist, Master's, or Graduate Certificate

Please send this completed form, along with a check or money order in the amount of \$25 per diploma and payable to **Appalachian State University**, to:

Cratis D. Williams School of Graduate Studies
DIPLOMA REORDER
ASU Box 32068
Boone, NC 28608

Federal privacy rules require that we have original signatures for release of student information. We cannot accept a fax or email attachment. NOTE: The name you listed on your original graduation application is the name that should be used. If your legal name as it appears in Banner is inaccurate and you wish to have it corrected, submit a [Statement of Identity](#) form.

Your name as you would like it to appear on the diploma:

Banner ID Number: _____

Date of Birth: _____

Term and Year of Graduation: _____

Degree Program: _____

Current Email Address: _____

Current Phone Number: _____

Address where you would like to receive your diploma (Note: diplomas are shipped directly from Jostens. You will receive an email from Jostens as soon as the diploma ships.):

Signature: _____ **Date:** _____

Printed Name: _____

*Note: Graduate replacement diplomas are ordered monthly. It typically takes 2-3 weeks, once ordered, for you to receive your diploma from Jostens. If you have any questions, please contact Ben Wilson at (828) 262-2765.