



ITU

International Technological University

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

www.itu.edu

Diploma Replacement Request

A replacement diploma will bear a statement in the lower margin by the Office of the Registrar certifying that the diploma is a reproduction of the original. The names of the officials in office at the time that the original diploma was printed will appear on the diploma without the signatures.

CLEARLY PRINT YOUR NAME AS IT APPEARS ON THE ORIGINAL DIPLOMA

First Name Middle Name (Optional) Last Name

Student ID Number Title of Degree Awarded (e.g., MS in Digital Arts) Date Awarded (e.g., Aug 2014)

Phone Number Email Address

Mailing Address: Street City State Zip Code

Mailing Address (Line 2)

DIPLOMA REPLACEMENT FEES

Replacement Diploma	Select ONE	Delivery Options	Fees
\$100.00		Pick Up	No extra charge.
		USPS Ground Shipping	No extra charge.
		FedEx Express Overnight Shipping	\$50.00
		DHL International Shipping (*Additional fees may apply.)	\$50.00*

Payment Method	Process
CASH	Please stop by the ITU Accounting Department in person.
CREDIT/ DEBIT CARD	Submit your Diploma Replacement Request Form to the Accounting Department on support.itu.edu and your credit/debit card payment online at MyITU. (You can make your payment even if your balance is \$0.)
CHECK	Please stop by the ITU Accounting Department in person. <i>OR</i> Mail your check and completed Diploma Replacement Request Form to: <i>International Technological University Accounting Department (Diploma Replacement) 2711 N. First St. San Jose, CA 95134</i>

I hereby certify to the best of my knowledge that my original diploma is lost or destroyed.

Student's Signature Date

<i>Administrative Use Only:</i> Ticket: _____ FedEX/DHL: _____ Comments: _____ _____	<i>Office of the Registrar:</i> Degree Verified: _____ Date: _____ Processed By: _____ Date: _____	<i>Accounting Department:</i> Amount Paid: _____ Date: _____ Processed By: _____ Notes: _____
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