



SOUTHWESTERN ADVENTIST UNIVERSITY

Knowledge. Faith. Service.

Replacement Diploma Request Form – \$50.00

Please Note: Processing time can take up to six weeks for the diploma to arrive in our office.

Please print all information

Print Name as it will appear on diploma: _____

Degree: _____ Major: _____

Year: _____ Date of Birth: _____

Current Address: _____ Credit Card Number: _____

_____ Expiration Date: _____

_____ Signature: _____

Phone: _____ Email: _____

Notes: _____

Instructions:

After completing form, please return to
Records Office.

FAX: (817) 202-6777

or

Email: academicservices@swau.edu

or

Mail: Replacement Diploma

Records Office

Southwestern Adventist University

100 W. Hillcrest

Keene, TX 76059

Records Office Use Only

Date diploma ordered: _____

Date diploma mailed/ready: _____

Processing fee: \$50.00

Fee paid: \$ _____

Financial Aid Office Use Only

Ok to release diploma?

yes no

Student-Aid and Finance Officer

Comments:

	OK	Del	Del
HHSL			
Perkins			
Amount owed	\$ _____		

sent notice: _____
