

# Diploma Replacement Request

Please allow four weeks for delivery to an address in the United States.

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*NDNU ID #*

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*Last Name* *First Name* *Middle Name*

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*Name Attended Under (maiden name or former name)* *Cell Phone Number* *Home Phone Number*

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*Degree and Major* *Graduation Date*

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*Student ID Number* *Email* *Phone*

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*Signature* *Date*

## Policy

The Family Educational Rights & Privacy Act (FERPA) of 1974 prohibits the release of transcript information without the student's written consent. NDNU reserves the right to withhold the records of any student not in good financial standing as defined by the university.

## Name as you Wish It To Appear on the Diploma

If the spelling of the first and last name below differs in any way from the name in your student record, please contact the NDNU Registrar's office for more information; an official change of name form may be required.

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*First Name (please print)* *Middle Name* *Last Name*

## Mailing Address

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*Recipient*

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*Street address* *City* *State* *Zip* *Country*

## Payment

A payment of \$50.00 per diploma is due at time of request. NDNU accepts Visa, Master Card or Discover Card only.

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*Credit Card Number* *Expiration Date* *Security Code*

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*Credit Card Billing Address (Street, City, State, Zip Code)*

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*Signature of Card Holder* *Date*

**Please return this form with payment information to:**  
**Office of the Registrar, St Mary's Hall, Room 110, 1500 Ralston Avenue, Belmont, CA 94002**  
Request may be faxed if using credit card payment. Fax: (650) 508 – 3520