



Additional Diploma Request

- Diploma Fee: **\$30.00** per copy; payment must accompany completed request form.
- Requests are processed upon verification of the requestor's degree from **Holy Names University**.
- All holds must be cleared before this request will be processed.
- Diploma orders are sent to the printer at the conclusion of each semester; total wait time to receive diploma is **three to four** months.
- Please **type** or **print** legibly in ink; incomplete requests or requests that do not include payment will not be processed.
- Questions email: registrar@hnu.edu

1. Student ID/SSN: _____
2. Name: _____
3. Address: _____
City: _____ State/Country: _____
Zip code: _____
4. Daytime Phone: (____) _____
5. Email Address: _____
6. Dates of Attendance: _____
7. Degree Awarded: _____
8. Student's Signature: _____ Date: _____
9. Number of copies requested: _____ x \$30.00 each = \$ _____
10. Mail or deliver completed request with payment to: (cashier's check or money order payable to: **Holy Names University**)

Holy Names University
Replacement Diploma
4400 Keller Ave
Suite 140, PMB#3330
Oakland, CA 94605

FOR REGISTRAR'S OFFICE USE ONLY. PLEASE DO NOT WRITE IN THE SPACE BELOW.

Date received: ____/____/____ Balance: Y N Degree Date: ____/____/____ Degree: _____
Payment: \$ _____ Hold: Y N Honors: S M C Date Mailed or Picked Up: ____/____/____
Signature Required for Pick-Up: _____