

DUPLICATE DIPLOMA REQUEST

INSTRUCTIONS:

1. All information is required before a diploma can be ordered. Incomplete order form will NOT be processed
2. If you are ordering a duplicate diploma with a name that is different than the original name in the TCSPP academic record, you must provide proof of legal name change with the Student Personal Information Change Request
3. Order cannot be processed with an account hold.
4. Diploma order may take 6-8 weeks for delivery. You will receive an email notification from the diploma vendor to confirm your order and make payment, please monitor email from The Chicago School (diplomaorder@thechicagoschool.edu).
5. **No order will be processed without payment**

Submit this request to Office of the Registrar via Email TCSPPregistrar@thechicagoschool.edu or Fax: 312.757.7013

STUDENT NAME(while attending TCSPP): _____

OTHER NAME(S) USED (if applicable): _____ STUDENT ID#(if applicable): _____

E-MAIL: _____ PHONE#: _____ BIRTHDATE: _____

LOCATION: _____ DEGREE LEVEL: _____ PROGRAM: _____

DEGREE CONFERRAL DATE: Month: _____ Day: _____ Year: _____

STUDENT SIGNATURE: _____ DATE: _____

Indicate # of Duplicate Diplomas	X \$35.00* USD	Total to be Charged: \$
Please PRINT your name <u>exactly</u> as it is appear on the diploma (must match name of record with TCSPP). ** (Name ONLY, no degree abbreviations or other titles)		

*Payment will be made at the vendor website. The charge for a duplicate diploma is \$35.00 US dollars per diploma.

** See note above regarding ordering diploma with names that are different from original academic record.

Mail Diploma To:			
Name: _____			
Address: _____			
City	State/Province	Zip/Postal Code	Country

FOR OFFICE USE ONLY

Registrar Processed: (Initial & Date)	Diploma Order on:
Comment:	