

## Ordering a Replacement Diploma

To order a replacement diploma, complete the Replacement Diploma Order Form or submit a written request with the following information: full legal name, mailing address, social security number, daytime phone number, email address, student's name as it should appear on the diploma, the degree, major, date the degree was awarded, reason for request, student's signature, date, and a check or money order for \$50 payable to Norfolk State University. If you would like to pick up your diploma, please note that on your request.

Please allow 6 to 8 weeks for processing. Mail your request to Norfolk State University, Office of the Registrar, 700 Park Ave., Norfolk, VA 23504.

Go to PAGE 2 - for the 'Ordering a Replacement Diploma Form'.

NORFOLK STATE UNIVERSITY  
OFFICE OF THE REGISTRAR

**Replacement Diploma Order Form**

(Please print)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Daytime phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Diploma Name

\_\_\_\_\_  
Degree

\_\_\_\_\_  
Major

\_\_\_\_\_  
Date Diploma was Awarded

\_\_\_\_\_  
Reason for request

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Replacement fee is \$50.00. Mail this form and the fee to:  
Norfolk State University  
Office of the Registrar  
700 Park Avenue  
Norfolk, Virginia 23504**