



Replacement Diploma Order Form

Richmont Graduate University Records Office
1815 McCallie Avenue, Chattanooga, TN 37404
(423) 648-2407 Fax (423) 265-7375

The Replacement Diploma fee is \$50.00

**Please allow 8-10 weeks for processing – No RUSH service is available
All diplomas are sent via USPS certified mail with signature confirmation**

Date of Request: _____

Legal Name at the time of attendance: _____

Address (where diploma should be sent):

Street: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Degree/certificate earned: _____

Dates attended PSI/RGU: _____ Date graduated: _____

Name as it should appear on diploma: _____

I will be paying the \$50 fee by:

Check enclosed.

I will phone with my credit card information. (Please call Wanda Proctor with Accounts Payable at 423-648-2674).

Please check all that apply:

I attended Richmont Graduate University under its former title (Psychological Studies Institute) and would like a new diploma with the current name reflected on my diploma (*Note: Original copies of the diploma must be returned to the Records Office*).

My original diploma was lost.

My original diploma was destroyed (Please return remains of original diploma).

My original diploma was never received.

I am requesting an additional copy of my diploma.

Student Signature: _____ **Date:** _____