Duplicate Diploma Request Form

Averett University is unable to accept requests for duplicate diplomas online. Please complete the form, print a copy and either mail or fax it as specified in the instructions.

Social Security Number ____ - ____ - ____

Date of Birth ____ / ____ / ____

Graduation Date ____ Degree Awarded: ____

Present Full Name and Address

Last ____ First ____ Phone Number ____

Middle ____ Maiden ____

Street ____ Apt. ____ City ____

State ____ Zip Code ____

Name exactly as you wish it to appear on the diploma:

Send my diploma to: (No PO boxes; diplomas are sent via UPS)

I wish the diploma to read:

- ☐ Averett University
- ☐ Averett College

Fees:
There is a $30.00 charge for each request for a duplicate diploma.

Payment must accompany request. If paying by credit card, please complete the following:

Card Name ____ Number ____ Expiration ____

Signature of Student ____

Signatures on all diplomas will be of present administration; diplomas will be sent in 6-8 weeks.