

INSTRUCTIONS - PLEASE PRINT LEGIBLY OR TYPE

1. Submit completed form and check, payable to Ashland Theological Seminary. **The duplicate diploma fee is \$20.**
2. Form may be emailed to ATS-Registrar@ashland.edu, faxed to 419-289-5650 or mailed to address above; must provide credit card information on form or by phone 419-289-5907.
3. Allow 4-8 weeks for delivery of duplicate diploma.

REASON FOR APPLICATION

Original Diploma has been lost or destroyed.

Full name (as appears on original diploma)

Name change. Request for a diploma to be issued in new name and change of name on ATS record. Submit a Name Change or Correction form. **Copy of court document or other evidence required.**

Birthdate	7-digit ATS ID or last 4 digits of SSN
Degree Earned	Date Degree Awarded
Concentration/Major/Track (if declared)	

Check Enclosed

Credit Card

Card Number	Exp. Date
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I understand that the duplicate diploma will bear the signatures of the current officials of the Seminary and University.

Student Signature	Date
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Current Mailing Address - Street		
City	State	Zip/Postal Code
Email Address		Telephone

Office Use Only	Payment received _____	Date ordered _____
	Degree verified _____	Date mailed _____