



Office of the Registrar
3800 Hillsborough Street, Raleigh, NC 27607
Telephone (919) 760-8593 Fax (919) 760-2878
registrar@meredith.edu

Diploma/Certificate Re-Order Form

This form is used to request a replacement diploma/certificate for students who have completed a degree/certificate program at Meredith College. Orders may only be placed by the former student. Please fill out all blanks below. Replacement diplomas will have signatures of the current College President and Chair of the Board of Trustees. Replacement certificates will have signatures of the current College President and the Program Director. Please allow 3-6 weeks for processing.

Your name at time of attendance: _____

Name you would like printed on diploma: _____

It is recommended that the name on your diploma matches your official, legal name. However, you may request a chosen name (first,middle, and/or last name) to be printed in lieu of your legal name. A chosen name refers to the name any individual uses to represent themselves, other than their legal name.

*Third parties, such as employers, may not be able to verify your degree using the preferred/chosen name appearing on your diploma because of name mismatch.

Student ID: _____ Graduation/Completion Month and Year: _____

Degree/Certificate: _____ Major(s): _____

Telephone: _____ Email: _____

I would like to pick up the diploma/certificate. Please contact me at _____ when it is available.

Please mail the diploma/certificate to the name and address below:

Payment Options

1. Check: Made payable to Meredith College for \$37.50, mailed with your form to the Office of the Registrar
2. Credit/Debit Card (online process):
 - a. Visit <https://www.officialpayments.com> and select "Education Payments"
 - b. Select the appropriate State/Territory and Payment Entity (school) information. For Payment Type, select "Non-Student Payment" and submit
 - c. Fill in your Student Name and enter "DIPLM" for the Account Number
 - d. Enter a payment amount of \$37.50 and your credit/debit card information
 - e. Print a copy of your receipt. Mail your form and receipt or email scanned copies to the Office of the Registrar.

Signature: _____ Date: _____

Office Use Only Date received: _____ Date ordered: _____ Date Mailed/Picked Up: _____