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NATIONAL LOUIS UNIVERSITY

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www.nlu.edu
888.NLU.TODAY (658.8632)

National Louis University Diploma Reorder Form

Please note that this form should only be used by National Louis University graduates who need a new diploma due to loss, damage or a legal change of name. Students who have not previously received a diploma or have not yet been awarded a degree should complete the Diploma and Degree Finalization Request form instead.

A \$35 diploma reorder fee must accompany this form. Payment can be made by credit card, debit card or check. Diploma Reorder Forms received without payment will not be processed. In the case of a legal name change please include the original diploma with your request. Requests normally take two-to-three weeks to process.

Return this form either by fax to 847.465.4746 or mail to: Office of Admissions and Records National Louis University 1000 Capitol Dr. Wheeling, IL 60090

Please clearly print your name below exactly as it is to appear on the diploma, using upper and lower case letters:

\_\_\_\_\_

College: [ ] National College of Education [ ] College of Professional Studies and Advancement Level: [ ] Graduate [ ] Undergraduate

Degree Awarded: \_\_\_\_\_ (e.g. Master of Arts in Teaching)

Date of Degree Awarded: \_\_\_\_\_

NLU ID or SSN: \_\_\_\_\_

Reason for Reorder: \_\_\_\_\_

Address to which reordered diploma should be mailed:

Street Address

City

State

Zip

Home/Cell Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

[ ] Check if you would like to have your academic records updated with the above information.

## Credit Card Charge Authorization

I hereby authorize National Louis University to charge my Visa/Mastercard/American Express/Discover Card charge account with the amount shown below, which represents tuition and/or fees due to the University.

Circle:        VISA            MASTERCARD        AMERICAN EXPRESS        DISCOVER

Cardholder's name: \_\_\_\_\_

Charge number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Student name (print): \_\_\_\_\_

NLU ID or SSN: \_\_\_\_\_ Today's date: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_