



Replacement Diploma and Certificate

- Circleville Bible College graduates can now receive a “replacement” diploma from Ohio Christian University.
- Please return this form as your request with the following information to the Registrar’s Office:
- Your name as it appeared on your original diploma
- Your name as you want it to appear on the certificate
- Degree title as awarded on your original diploma
- Date the original diploma was awarded
- Current mailing address, phone number and email address (if applicable)
- Signature
- The cost of **each** replacement is \$25.00. Checks should be made payable to Ohio Christian University.
- Please send form by email to Registrar@ohiochristian.edu or by mail to :
- Please allow two to six weeks for delivery of the replacement.

Ohio Christian University
 ATTN: Registrar
 1476 Lancaster Pike
 Circleville, Ohio 43113

Date of Birth or last four digits of SSN: _____

Name on Original Diploma/Certificate:

 First Middle Last

Name requested on New Diploma/ Certificate:

 First Middle Last

Current Mailing Address:

 City State Zip

Phone Number: (____) _____

Email Address: _____

DEGREE/CERTIFICATE

AWARDED

Bachelor’s

Master’s

Doctoral

Medical

Certificate

GRADUATION TERM & YEAR

Fall _____

Spring _____

Summer _____

Please check one of the following:

My original diploma or certificate was lost or destroyed. (Please return any remains of your original diploma or certificate.) My original diploma or certificate was never received.

My name has been legally changed, and I am requesting that my name be changed from

Students Signature: _____

Date: _____

Credit Card Payment Form: Use this part of the form only to pay by credit card.

Type of Card: (We accept only these cards) Visa MasterCard Discover

Cardholders name as it appears on the card: _____

Credit Card billing address: _____

Credit Card Account Number: _____

3-Digit Security Code: _____

Expiration Date: _____

Amount: (\$25 per Diploma requested) _____