



# Request for Replacement Diploma

## Soka University of America – Office of the Registrar

www.soka.edu  
(949) 480-4000

Dear Alumnus,

The SUA diploma is a unique document. Only one original diploma is issued per student. A duplicate diploma may be issued in case of loss or destruction of the original. Each replacement diploma bears a notation at the bottom stating that the diploma is a replacement of the original and listing the date of its issue. If you wish to request a replacement, please complete and sign this form along with the \$30.00 replacement fee (and express delivery fee if desired). If a financial obligation is owed to the university, the replacement diploma will not be released until the account balance is settled.

**PLEASE PRINT LEGIBLY**

Last	First	Middle	Student ID Number (required)
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Reason for replacement	Concentration	Year of Conferral
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Current Address	City	State	Zip
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Phone Number (include area code)	Email Address	Date of Birth
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Former Students:

Shall we update your address on file with the address above?  Yes  No

<p style="text-align: center;"><b>Diploma Fees and Shipping Fees:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Diploma:</td> <td style="text-align: right; padding: 2px;">\$30</td> </tr> <tr> <td style="padding: 2px;">Domestic Express Delivery:</td> <td style="text-align: right; padding: 2px;">+\$20</td> </tr> <tr> <td style="padding: 2px;">International Express Delivery:</td> <td style="text-align: right; padding: 2px;">+\$30</td> </tr> </table>	Diploma:	\$30	Domestic Express Delivery:	+\$20	International Express Delivery:	+\$30	<p><b>Send this form and Payment to:</b></p> <p>Office of the Registrar            Founders Hall      Payable to: Soka University of America            1 University Dr.      (cash or credit cards not accepted)            Aliso Viejo, CA 92656</p>
Diploma:	\$30						
Domestic Express Delivery:	+\$20						
International Express Delivery:	+\$30						

**Mailing Address.**

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	<input type="checkbox"/> <b>Self Pickup</b> <input type="checkbox"/> <b>First Class Mail</b> <i>No additional charge</i> <input type="checkbox"/> <b>Express Delivery:</b> <i>see additional charges above</i>
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Student Signature \_\_\_\_\_

Date \_\_\_\_\_