

Reissued Diploma Request

Return To:

Office of the Registrar
Gannon University
109 University Square
Erie, PA 16541
Fax: 814-871-5870

*Student Name: _____

*Diploma will be issued with the name on the original diploma. If your name has changed and you want the reissued diploma with the new name, please submit a name change form and required documentation.

Gannon ID: _____

Date of Graduation: _____ Degree Received: _____

Major: _____

Address where diploma is to be mailed:

Name: _____

Street 1: _____

Street 2: _____

City/State/Zip: _____

Country: _____

Daytime Phone Number: _____ - _____ - _____

Email Address: _____

Reissued Undergraduate or Graduate Diploma Fee:

\$25 per diploma(ex. Bachelor + Master = \$50)

**Payment:

_____ Cash

_____ Cashier's Check

_____ Money Order

_____ Personal Check(request will be held for 30 days)

**Any request received that does not have payment enclosed will not be processed.

Student Signature: _____ Date: _____

The requested diploma will be mailed approximately two weeks after receipt of the request. More time may be required during certain times of the year.