



**VANGUARD
UNIVERSITY**

DIPLOMA ORDER FORM

Please complete this form to request a replacement of your diploma.

Student's Name: _____
Please Print (spelling as to appear on diploma)

Student ID# _____ Graduation Term/Year: _____ Degree: _____

E-MAIL ADDRESS: _____ TELEPHONE: _____

Choose from one of the following:

- Standard Order: \$30**
(3-4 weeks with regular USPS shipping)
- Rush Order: \$45** *(with regular USPS shipping)*
(5-7 business days, excluding shipping time)
- Emergency Rush Order: \$100 (includes overnight shipping*)**
(3 business days with overnight shipping)
**Cost of shipping is subject to change.*

Address where diploma is to be mailed
(if different from below):

Quantity: _____

We accept checks (payable to Vanguard University), cash, MasterCard, Visa or Discover credit cards. **If paying by credit card, please complete ALL of the following in the box below:**

NAME: _____
(as it appears on your credit card)

ADDRESS: _____ CITY, ST, ZIP: _____
(billing address)

CREDIT CARD NUMBER: _____ EXPIRATION DATE: _____

SECURITY CODE: _____ *(The 3-digit code found on the back of your credit card at the end of the signature box).*

Signature of student: _____ **Date:** ____/____/____

Send **completed form** to:
Vanguard University
Office of the Registrar
55 Fair Drive
Costa, Mesa, CA 92626

Fax: 714-668-6126

Email: records@vanguard.edu

For Office Use Only

Degree: _____ Major: _____ Graduation Date: _____ Initials: _____

Date Order Placed: _____ Amount Paid: _____ Date Diploma mailed: _____