



**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)*

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Student ID# \_\_\_\_\_ Graduation Term/Year: \_\_\_\_\_ Degree: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**Select from one of the following:**

**Address where diploma is to be mailed**

*(if different from above):*

**Standard Order: \$30**  
*(3-4 weeks with regular USPS mailing)*

**Rush Order: \$60 (FedEx)**  
*(8-10 business days, excluding shipping time)*

**Overnight Order:** (charged\* at market value and destination)  
*\*Cost of shipping in the Continental United States is subject to change.*

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.support@vanguard.edu](mailto:Records.support@vanguard.edu)

**For Office Use Only**

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Order Placed: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Diploma mailed: \_\_\_\_\_