# Request for Reissue of Diploma Form

## Student Information/Authorization

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Maiden/Former Name(s):

<table>
<thead>
<tr>
<th>Social Security #:</th>
<th>Date of Birth:</th>
<th>Dates Attended:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
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<tbody>
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</table>

Email: Phone:

**Your reissued diploma cannot be released/processed without your signature. Electronic signatures are not accepted.**

I affirm that I am the above-named student. In compliance with FERPA, I hereby give written consent and authorize Trinity College of Nursing & Health Sciences to reprint my diploma as ordered, and understand that this is a ceremonial document.

Signature: Date:

## Cost

$60.00 per reissue diploma order *(allow 6-8 weeks for processing)*

## Payment

- [ ] Cash (do not mail cash) Amount: $
- [ ] Check or Money Order Amount: $
  (Made payable to Trinity College)
- [ ] Credit Card (Visa, Master Card, Discover or American Express)
  Card 
  Expiration: Security Code:
  Amount: $
  Authorized Signature:

## Type of degree:

- [ ] Associate
- [ ] Bachelor
- [ ] Master

Reason for request of a re-issued diploma:

________________________________________

________________________________________

________________________________________

Name as it is to appear on reissued diploma:

________________________________________

*(If this name is different from the official name on file, legal documentation of a name change will be required.)*

## Submission:

Duplicate diplomas will not be issued to individuals with a business hold on their account. Once the hold has been released, the individual may request a duplicated diploma.

Submit the completed form with payment to:

**Mail:** Trinity College of Nursing & Health Sciences
2122 25th Ave
Rock Island, IL 61201

**Fax:** 309.779.7748

**Email:** QC_StudentServices@trinitycollegeqc.edu

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**Note:** Reissued diplomas will contain a statement indicating that this is a re-issued diploma and will bear the signature of the current Chancellor and governing board chair.