

# National-Louis University (formerly National College of Education) Diploma Reorder Form

Please note this form is strictly used for reorders only. (Students that have not previously applied for Diploma and Degree Finalization and paid the \$50 degree finalization fee should complete the "Diploma and Degree Finalization Request" form instead.) This form should be used by those who have previously earned a degree from National-Louis University (or the National College of Education), and their diplomas has been either lost, damaged, or the students have had a legal change of name they now wish to have reflected on their diploma.

A **\$35 diploma reorder fee** must accompany this form. Payment can either be made by credit card or check. Diploma Reorder Forms received without payment will not be processed. In the case of legal name changes, the original diploma should be included. Requests normally take 2 to 3 weeks from the time the request is received until the diploma is mailed to the student.

Return this form either by fax to 847.465.4746 or mail to:

Office of Admissions & Records  
National-Louis University  
1000 Capitol Dr.  
Wheeling, IL 60090

---

Please clearly **print** your name below **exactly** as it is to appear on the diploma (using upper and lower case letters):

College:  National College of Education                      Level:  Graduate  
 College of Arts and Science                                       Undergraduate  
 College of Management and Business

Degree Awarded: \_\_\_\_\_ (e.g. Master of Arts in Teaching)

Date of Degree Awarded: \_\_\_\_\_

NLU ID or SSN: \_\_\_\_\_

Reason for Reorder: \_\_\_\_\_

Address to which reordered diploma should be mailed:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Home/Cell Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Check if you would like to have your academic records updated with the above information.

# CREDIT CARD CHARGE AUTHORIZATION

I hereby authorize National-Louis University to charge my Visa/Mastercard/American Express/Discover Card charge account with the amount shown below, which Represents tuition and/or fees due to the university.

Circle:    VISA        MASTERCARD        AMERICAN EXPRESS        DISCOVER

Cardholder's name: \_\_\_\_\_

Charge number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Student name (print): \_\_\_\_\_

NLU ID or SSN: \_\_\_\_\_ Today's date: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_