



Diploma Reorder Form

IMPORTANT INFORMATION

Use this form only if you are an NLU graduate requesting a replacement diploma due to loss, damage, or a legal name change. Students who have not previously received a diploma or have not yet been awarded a degree should complete the Graduation Application instead.

A \$25 diploma reorder fee must accompany this form. Domestic shipping is included in the reorder fee. Diplomas shipped internationally require an additional \$65 international shipping fee. Payment can be made by credit card, debit card, or check. Diploma Reorder Forms received without payment will not be processed.

For a legal name change, include the original diploma with your request. Requests normally take two to three weeks to process.

Submit completed form: Fax 847.465.4746 | Email records@nl.edu | Mail: Office of the Registrar,
National Louis University, 1000 Capitol Dr., Wheeling, IL 60090

DIPLOMA INFORMATION

Please clearly print your name exactly as it should appear on the diploma, using upper and lower case letters.

Name as it should appear on diploma

Degree Awarded

Degree Date

e.g., Master of Arts in Teaching

NLU ID or SSN

Reason for Reorder

MAILING INFORMATION

Street Address

City

State / Province

ZIP / Postal Code

Country

CONTACT INFORMATION

Home / Cell Phone Number

Email Address

☐ Check if you would like your academic records updated with the contact information above.

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 (print): _____

Charge number: _____

Amount\$ _____ Exp.Date: _____ CVV: _____

Cardholder's signature: _____

Student name (print): _____

NLU ID or SSN: _____ Today's date: _____

Phone number: _____

Credit Card Billing Address: _____
