

Instructions:

- 1. Please contact the Bursars Office to pay the duplicate diploma fee of \$37.50 at 615-963-5472 or in person
- 2. Forward a copy of the email receipt or paper receipt along with this form to records@tnstate.edu

## **DUPLICATE DIPLOMA MAILING REQUEST**

NAME:

T-NUMBER OR SOCIAL SECURITY NUMBER:

GRADUATION DATE: \_\_\_\_\_

TYPE OF DEGREE EARNED: \_\_\_\_\_

MAILING ADDRESS:	 
	 _
	 _
PHONE NUMBER:	 _
Special Instructions:	
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Please allow 24-48 hours for processing (Regular Time) and 3-5 business days (Peak Time)