



420 West Main Street

Danville, VA 24541

Phone: (434) 791-5877 or 1-800-AVERETT, Ext. 15877

Fax: (434) 791-7181

### Duplicate Diploma Request Form

Averett University is unable to accept requests for duplicate diplomas online. Please complete the form, print a copy and either mail or fax it as specified in the instructions.

*This form is not complete without the student's hand-written signature.*

Present full name: \_\_\_\_\_ ID #: \_\_\_\_\_

Middle name: \_\_\_\_\_ Maiden name: \_\_\_\_\_

Current address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Graduation date: \_\_\_\_\_

Degree awarded: \_\_\_\_\_

**Name exactly as you wish it to appear on the diploma:**

\_\_\_\_\_

**Send my diploma to: (No PO Boxes; diplomas are sent via USPS)**

\_\_\_\_\_

\_\_\_\_\_

**I wish the diploma to read:**

☐ Averett University

☐ Averett College

**Fees:**

There is a \$30 charge for each duplicate diploma.

**Number of copies:** \_\_\_\_\_

**Payment must accompany request.**

To pay for your Duplicate Diploma, please go to [www.averett.edu](http://www.averett.edu), click on **My Averett**, and then on **PC Self-Service**. Please login to PC Self-Service. *(If you do not know your login and password please scroll down on the My Averett page until you get to **Technology at Averett**. In the fourth paragraph you will see a link to request a login and password. Please fill out this request form.)* Once logged in to PC Self-Service, click on the **Finances** tab, then on **Balance** and on **Make a Payment**. You will need to click on **Make a Payment** again and then select the **Duplicate Diploma** option. Like any other online shopping, complete all the required information. When the payment process is complete, please print your receipt and send it along with your request form.

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signatures on all diplomas will be of present administration; diplomas will be sent in 6-8 weeks from date of receipt.