

Please note:

- All diplomas will say Grand View University and will have the signatures of the current administration
- Diplomas are ordered approximately every 9 weeks, and payment will not be processed until we place the diploma order
- Diplomas are ceremonial documents. Transcripts are the legal proof of degree and can be ordered on [www.getmytranscript.org](http://www.getmytranscript.org)

**NAME:** \_\_\_\_\_  
*Please neatly print your name the way it should appear on the duplicate diploma.*

**Name of Grand View Records** (if different from above): \_\_\_\_\_

**Birth date:** \_\_\_\_\_ **Social Security Number or GV ID number:** \_\_\_\_\_

**Month and Year the Degree was Awarded** (if known): \_\_\_\_\_

**Type of Degree:**  
 Bachelor of Arts (BA) (size: 7"x9")  
 Bachelor of Science (BS) (size: 7"x9")  
 Bachelor of Science in Nursing (BSN) (size: 7"x9")  
 Bachelor of Social Work (BSW) (size: 7"x9")  
 Master of \_\_\_\_\_ (size: 8.5"x11")

**Address where diploma/case should be mailed:** \_\_\_\_\_  
 \_\_\_\_\_

**Daytime telephone:** (\_\_\_\_) \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Please calculate your payment using the following chart:**

Diplomas:	Bachelors - \$15.00 each	
	Masters - \$20.00 each	\$ _____
Cases:	Bachelors - \$15.00 each	
	Masters - \$20.00 each	\$ _____
	<b>TOTAL</b>	\$ _____

**Payment method:**  Check  
 Credit card- charges approved by the signature below

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date: \_\_\_\_\_

3 or 4 digit security number (on signature line on back of card): \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this form with appropriate payment to:**

Office of the Registrar  
 Grand View University  
 1200 Grandview Avenue  
 Des Moines, IA 50316

Questions? Email us at [graduation@grandview.edu](mailto:graduation@grandview.edu).

<b>For Office Use Only</b>	
PERC checked	_____
Date order received	_____
Date diploma ordered	_____
Date diploma mailed	_____