



Duplicate Diploma Request Form

- **Complete the form below** to order a duplicate copy of your American School Diploma. Requests can be made by mail, email or fax.
- **Please note:** Your duplicate American School Diploma will bear the look of our current diploma including current school officials' signatures. If you need proof of graduation, a copy of your transcript will indicate your graduation date.

Student Name: _____ Student Number: _____

Name Attended Under: _____

Date of Birth: _____ Phone Number: _____

Email address: _____ @ _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____

- **Payment of \$50.00** must be received before your request will be processed. The cost of the replacement diploma includes Priority Mail shipping by the United States Post Office (USPS) to U.S. locations only. Special mail service, such as FedEx, foreign mail, etc., will be provided at the going rate of shipment and added to the \$50 charge. Payment can be made by check, money order, or credit card.
- If you are ordering your duplicate diploma via fax or email, you will need to call (708) 418-2800 to make payment by credit card. All past financial obligations must first be met before we can process a request for a duplicate diploma.
- You must also include a copy of a **state/government issued photo I.D.** that includes your signature.
- Send your completed form by:

Mail: Registrar's Office
American School
2200 E. 170th St.
Lansing, IL 60438

Fax: (708) 418-2831

Email: studentservice@americanschool.org