

Complete the Replacement Diplomas form

Step 1

Students wishing to request a replacement diploma may do so by completing a Replacement Diploma Request Form by mailing, emailing or faxing a signed and dated letter that includes the following information, to the address noted below.

- Student's complete name (include maiden and married names if appropriate)
- Current Address and phone number
- Student's Cheyney ID number if known, or social security number
- Semester last attended
- Number of transcripts requested
- Name and complete address to which transcripts are to be sent
- Student's signature and date of the request must be on all request

Step 2

1. Please click the link for payment: <https://cheyney.edu/registrarpayments>
2. All replacement diplomas will be ordered on the 3rd Wednesday of the month.
3. You will receive an email when your order is received and processed with a tracking number which enables you to track your order.
4. If you choose to pick up your diploma, the registrar's office representative will request the diploma is sent to the university; the diploma is held until you pick up your order. (We will not ship once you request a pick-up).

Please note:

- Requests are processed within 24 to 48 hours after receipt of payment confirmation from the Bursar's office.
- **Additional processing time may be required to access archived records of attendees and graduates prior to 1985.**
- Transcript requests will not be honored until (1) any outstanding balances are resolved, and (2) both the transcript request form and notification of payment for the transcript have been received.
- If there is a STOP on the account (Bursar's, Public Safety, Library, Keystone, Financial Aid & Debt Management), the request will not be able to be processed until the hold is removed by the appropriate office.

Mail requests to:
Cheyney University of PA
Registrar's Office
Harris Turner Annex (1st floor)
1837 University Circle
Cheyney, PA 19319
Phone: 610-399-2225 **Fax:** 610-399-2118
Email requests: Registrar@Cheyney.Edu



Cheyney University of Pennsylvania
Office of the Registrar

Replacement Diploma Request

Last Name First Name MI

Name under which you attended, if different from above: _____

Student Identification Number OR Social Security: _____

Date of Birth _____ Graduation date Month/Year ____/____

**REPLACEMENT DIPLOMAS ARE
\$24.00 each**

Your Address and Telephone Number:

Address _____

City/St/Zip _____ Phone _____

This completed request form may be emailed, mailed or faxed to the Office of the Registrar
Mailed request forms should be accompanied by a money order or cashier's check
CHEYNEY UNIVERSITY DOES NOT ACCEPT PERSONAL CHECKS FOR THIS SERVICE

**** Please allow 4-6 weeks for fulfillment of replacement diploma requests**
Diplomas will be ordered on the 3rd week of the month

Mail: Cheyney University of PA
Office of the Registrar
1837 University Circle,
Cheyney PA 19319-0200

Email: registrar@cheyney.edu

Fax: 610-399-2118

Phone: Registrar's Office 610-399-2225

Payments (made through the Bursar's office):

- **In person:** Bursar's Office Harris Turner (Cash, Credit or Bank Card, Certified Check and Money Order)
- **By Phone:** Bursar's Office 610-399-2224
- **By Mail:** Certified Check or Money Order Only included with the request form (no personal checks)
- **Online:** <https://cheyney.edu/registrarpayments>

Note: Additional processing time may be required to access archived records of attendees and graduates prior to 1985.

Student Signature

Date