



Roseman University of Health Sciences Alumni may request for an additional original diploma or certificate, aside from the one issued after graduation. The reprinted diploma or certificate may or may not be an exact replica of the first original diploma or certificate received. Current officer's signatures will appear. If both original diplomas or certificates are lost, stolen, damaged, destroyed or there is a name change, you may order a duplicate diploma or certificate. Be aware the statement "Duplicate Diploma" will appear on the reprinted diploma or certificate. There are no duplicate or additional copies held on file by the Registrar's Office. Processing could take up to 3-4 weeks.

Save as a PDF after completing form, attach clear copy of a NON-EXPIRED government-issued photo ID, and Email directly to diplomas@roseman.edu

All Duplicate diploma request have a \$50 Fee.

For Payment please follow this link: https://www.acipayonline.com/index.jsp

>Choose Education Payments > Go to Nevada on the next page and it should load up Roseman

Any questions about payments please contact the bursar at bursar@roseman.edu

Student/Alumni Information

CHECK HERE IF CONTACT INFORMATION IS UPDATED

Form with fields: Last Name, First Name, MI, Student ID No., Current Address, City, State, Zip Code, Phone Number, Roseman E-mail Address, Alternative E-mail Address, Program Attended & Year of Graduation, Campus, Henderson, South Jordan, Class of, Withdrew.

Reason for Re-issue (Please Check One.)

- 2nd Original Diploma or Certificate (If you already received 2 originals this is not an option.)
Fire/Theft/Loss (Please provide a copy of the insurance claim and/or police report if available.)
Name Change (Please provide Contact Update Form along with appropriate documentation.)
Damage (Original diploma must be returned to the Registrar Office.)

Check Here if Diploma Cover is Needed*

Please note that if you don't indicate you need a cover then you will only receive the diploma in a cardboard envelope. Roseman University is not liable for any possible damages that may occur during mailing.

Delivery Method

Pick Up

Mail

Three horizontal lines for delivery method selection.

Alumni Signature:

Date:

Horizontal line for signature.

Horizontal line for date.

(Signature must be included on form for processing.)