

Replacement of Diploma Request Form

- A "Replacement" can be requested **ONLY ONCE**.
- Processing a replacement request can take three to four months.
- The replacement diploma will bear the signatures of the current administration.
- Diploma replacement requests will not be processed for students with unpaid debts or other outstanding obligations to the University.
- Attach to this form a copy of your passport, a copy of your UAE ID if graduated before Fall 2013, and one of the following:
 - For replacing a lost original graduation diploma, you must attach a police report confirming the loss.
 - For replacing a damaged original graduation diploma, you must attach the damaged diploma.
- A replacement fee of 250 AED, and an additional fee of 200 AED for post Summer 2007 graduates, must be paid to the cashier before submitting the form to the Office of the Registrar.

_____ Student's Name	_____ Student's I.D.	_____ Mobile No. (Very Important)
Requested Item: <input type="checkbox"/> Replacement of a lost diploma <input type="checkbox"/> Replacement of a damaged diploma		
_____ Student's Signature	____/____/____ DD MM YYYY	
➤ To be filled by the AUS Cashier		
Charges: <input type="checkbox"/> Diploma replacement charges. <input type="checkbox"/> Smart chip replacement charges (for post - Summer 2007 graduates)		
Total Amount to Pay: _____ AED		
_____ Cashier's Signature	____/____/____ DD MM YYYY	
➤ To be filled by the recipient upon collection of the replacement diploma:		
_____ Recipient's Name	_____ Recipient's Signature	____/____/____ DD MM YYYY
Should you not be able to collect the diploma yourself, please send an authorization email to registration@aus.edu from your AUS or alumni email only.		