

Alumni, Summer Graduate & Diploma Reprint Request Form

This request is for Alumni, Summer Graduates, and Diploma Reprints ONLY.

Transcript Request Instructions

1. Request your official transcript through Parchment.com.
2. Select "Send to an Email Address" (or the appropriate recipient option).
3. Send your official transcript directly to: **josh@herffjonesgrad.com**
4. Official transcripts must be sent directly through Parchment. Transcripts mailed, hand-delivered, emailed by the student, or attached to this form cannot be accepted.
5. After ordering your transcript, complete this form and mail it with your money order.
6. Please allow 10–12 weeks for diploma reprints to be processed.

Cost & Mailing Information

Cost	\$64.20 (includes tax)
Payment	Money Order
Mail To	Herff Jones 4634 Lawrenceville Highway, Suite B Lilburn, GA 30047 (770) 921-9022

Applicant Information

Request Type	☐ Alumni ☐ Summer Graduate ☐ Diploma Reprint
Name to Appear on Diploma (First, Middle, Last)	
Year of Graduation	
High School	
Mailing Name	
Street Address	
City / State / ZIP	
Phone	
Email (Optional)	

Important

The name and graduation date printed on your diploma will match your official transcript. If you need proof of graduation for employment or other verification purposes, your official transcript is generally sufficient because it includes your official graduation date.