

**RECORDS OFFICE
DIPLOMA COPY REQUEST**

This form is used for a student to request a copy of their diploma. This request has a fee attached to it. You can reference it below. Students must also be in good standing with the school. Good Standing means that students are up to date on their financial and admissions obligations with CFNI. Any request for student records from a student that is NOT in good standing will not be processed.

Request Date: _____ Student's SSN: _____

Student's Name: _____

Student ID: _____ Contact Phone: _____

Email Address: _____

Graduation Date: _____ Diploma Name: _____

Delivery Options

-To be picked-up

Must be picked-up by the student himself/herself. Anyone picking-up verification letter on behalf of student must provide written/signed permission by student to retrieve this information.

-To be mailed (if mailing multiple copies to multiple address put instruction on back)

Address: _____

City: _____

State: _____ Zip Code: _____

Country: _____

Cost Options (***All requests will not be processed until finances clear***)

-Ready for pickup next business day (\$20.00 fee per copy)

-Mailed out next business day (\$20.00 fee per copy)

-Ready for pickup same business day (\$25.00 fee per copy)

-all requests for same day pickup must be submitted by 3:00pm

-pickup time will be between 3:30pm and 4:30pm

Payment Options

-Made payment with Finance Window (attach receipt)

-Cash (attach to request)

-Check (attach to request)

-Credit Card (fill out payment information below to right)

Card Type (Visa, MasterCard, etc): _____

Amount to be charged: _____

Name on Card: _____

Number on Card: _____

Expiration of Card: _____

3-digit security code: _____

Office Use Only

-Form completely filled out and signed by student

-Student confirmed for 'Good Standing'

-Finances are processed

-Transcript complete and ready/mailed out

(Date: _____)

STUDENT SIGNATURE (REQUIRED)

Mail To: Christ For The Nations
Attn: Records Office
P.O. Box 769000
Dallas, Texas 75375-9000
Fax Number: (214) 302-6484