

Request for Reissue of Diploma

In the event that an American School Of Ulaanbaatar diploma is lost, stolen, damaged, or a duplicate copy is necessary, a request for a replacement may be sent to our Academic Counselor at academic.counselor@asu.edu.mn. The cost for a replacement diploma is 500,000 MNT, and the process may take four to six weeks from the time it is ordered.

Please note: The new diploma will bear the current names of the Principal and Board Chair in office at the time the replacement diploma is produced and not when the alumnus graduates. Payment for this service must be made to the ASU Finance office before the replacement diploma can be issued. Information on payment options for this service will be included on the email acknowledgement of your request that you will receive from the Academic Counselor.

Please include the following information in your email request for a replacement diploma:

1. Full Name while in attendance at ASU
2. Your unique ASU student identification number
3. Dates of attendance at ASU
4. Your date of birth
5. The Mailing address to which the replacement diploma should be sent.
6. Transcript copy if available