

# **EMERSON** **COLLEGE**

## **REPLACEMENT DIPLOMA REQUEST FORM**

*For graduated students who need to replace a lost or damaged diploma*

### **INSTRUCTIONS:**

In order to request a new copy of your diploma, you should submit this form to the Registrar's Office, completed in its entirety. Please note that if you recently graduated or are applying to graduate, you should not fill out this form. If you recently graduated, your diploma is likely in the mail. If you are applying to graduate, you should submit an application to graduate.

Include a check or money order for \$15 made out to Emerson College.

Please note that it takes 10 to 12 weeks for our office to receive the diploma and forward it to your mailing address.

### **Part 1: Student Information**

First Name	Middle Name	Last Name

Name attended under (if different from above): \_\_\_\_\_

ID # (or SSN)	Date of Birth	Dates of Attendance (e.g. 2000-2004)
Degree Awarded (e.g. BA, MA)	Major/Program Completed	Graduation Date (e.g. May 2004 or Spring 2004)

### **Part 2: Contact Information**

Address (where we will mail diploma)

Street (include apt #, if applicable)		City	
State/Province	Zip/Postal Code	Country	
E-mail Address	Phone Number		

By submitting this form with the required \$15 payment, I request a replacement diploma be mailed to the address specified above. I understand that processing time for replacement diplomas is 10 to 12 weeks.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_