



NORTHWESTERN UNIVERSITY

# Office of the Registrar

## REQUEST FOR REPLACEMENT DIPLOMA

Use this form to request a replacement diploma to replace one that was lost, stolen, or destroyed

Date Requested: \_\_\_\_\_

Name under which registered while attending Northwestern University:

\_\_\_\_\_

Student ID Number (if available): \_\_\_\_\_

Name to be printed on diploma(s) if different from above (subject to verification):

\_\_\_\_\_

School(s) attended: \_\_\_\_\_

Degree(s) awarded: \_\_\_\_\_

Date(s) Degree(s) awarded (month & year): \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code, Country)

Reason for requesting replacement diploma : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Student signature (request will not be processed without signature)**

Contact telephone number and/or e-mail address: \_\_\_\_\_

**There is a charge of \$50.00 for the replacement diploma. Please make checks payable to Northwestern University or if paying by credit card, enter the information below. Diplomas will not be mailed until payment is received. Allow 6-8 weeks for processing. This form must be mailed or faxed. E-mail and telephone orders will not be accepted.**

Name of card holder:	
Card holder email address:	
Type of card:	Amount:
Credit Card #:	Expiration date:
Card holder signature:	

The Office of the Registrar accepts VISA, MasterCard and Discover only