

Office of the Registrar  
263 Alden Street  
Springfield, MA 01109  
(413) 748-3530



Office Use Only  
Date:  
Check #:  
Amount:  
Initials:

## REPLACEMENT DIPLOMA ORDER FORM

This form must be completed and submitted to order a duplicate or replacement diploma. Please complete the form below, using the name under which you were registered as a student. If the original diploma name is different from your current name, and you would like the duplicate diploma issued with your current name, you must also submit a "Change of Name Request" along with the required forms of documentation.

### **\*IMPORTANT:**

- Diplomas cost \$50.00 each. Please mail a check or money order made payable to:  
Springfield College  
Office of the Registrar  
263 Alden Street.  
Springfield, MA 01109
- Cash payments must be made at the Business Office in the Administration Building.
- Diplomas will not be ordered if you have outstanding financial obligations with the college.
- Majors and concentrations are not printed on diplomas. Diplomas will state the degree and date awarded (i.e., Bachelor or Master of Science, etc.)
- Your diploma may take up to 2-3 weeks to arrive. Rush service can be provided at an additional charge of \$25.00.

### **STUDENT INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

SS#: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Name on Diploma: \_\_\_\_\_

Degree: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

### **SHIPPING INFORMATION:**

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_