



# DIPLOMA REPLACEMENT REQUEST FORM

Replacement diplomas are reissued for a fee of **\$50**. If you are requesting a replacement of a doctoral degree, the fee is **\$75**. Please include a check made payable to Regis College, Registrar's Office, 235 Wellesley Street, Weston, MA 02493. **Orders will not be processed unless all financial obligations to Regis College have been met.** Replacement diplomas will be ordered in May, September, or January, whichever month is closest to when you submit your request. **Please print, complete, and submit this request form to [registrar@regiscollege.edu](mailto:registrar@regiscollege.edu), fax to 781-768-7026, or mail to the address listed above.** You can expect to receive your diploma 6-8 weeks after the order is placed.

**Please print your name clearly.**

Name: \_\_\_\_\_

First

Middle

Last

Name Studied Under: \_\_\_\_\_

First

Middle

Last

**\*Please note that your name studied under will be the name on your diploma.\***

Dates of Attendance \_\_\_\_\_

Date of Graduation \_\_\_\_\_

Degree Received \_\_\_\_\_

Distinction (e.g., Cum Laude, Magna Cum Laude, Summa Cum Laude): \_\_\_\_\_

Reason for requesting: \_\_\_\_\_

Address to which the diploma should be sent:

\_\_\_\_\_

Street/P.O. Box

Apt. No

City

State

Zip

Email Address: \_\_\_\_\_

I hereby declare the above information is true and correct.

\_\_\_\_\_

Signature

Date

For Registrar Use Only:

Reissued: \_\_\_ Yes \_\_\_ No

Signature: \_\_\_\_\_

Degree and Date: \_\_\_\_\_

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