



# Office of the Registrar

## Diploma Replacement Request

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### PROCEDURE:

- Replacement Fee is \$35.00, payable at the time of request
- Diplomas will be mailed by certified mail and will require a signature upon delivery
- Processing time for Replacement Diplomas is six to eight weeks

### 1. PLEASE PROVIDE THE FOLLOWING INFORMATION:

EMORY ID or SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME ON DIPLOMA: \_\_\_\_\_ (if different)

CONTACT PHONE NUMBER: \_\_\_\_\_

DEGREE EARNED: \_\_\_\_\_

DATE OF GRADUATION: \_\_\_\_\_

### 2. CHECK ONE OF THE FOLLOWING:

I will pick up my diploma at the Office of the Registrar

Please mail my diploma to: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

|   |  |                                      |  |
|---|--|--------------------------------------|--|
| <i>For Office Use Only:</i> Amount Paid: <input type="text"/> |  | Payment Method: <input type="text"/> |  |
| Received by: <input type="text"/>                             | Date: <input type="text"/>                 |                                      |  |
| Degree: <input type="text"/>                                  | University President: <input type="text"/> | College Dean: <input type="text"/>   |  |
| Date Entered: <input type="text"/>                            | Date Ordered: <input type="text"/>         |                                      |  |