

# REPLACEMENT DIPLOMA ORDER FORM

GRADUATION-T

*Print clearly and use ink (no pencil).*

Current Name (First, Middle, Last)		Royal ID
Name on Official Student Record (if different than current name)		Date of Birth
Phone Number	Email Address	College Attended <input type="checkbox"/> CAS <input type="checkbox"/> KSOM <input type="checkbox"/> PCPS
Date of Degree	Degree Received	Latin Honors (if earned)
Address to which the diploma should be mailed:  <hr/> <hr/> <hr/> <hr/>		

**There is a \$75 fee for replacement diplomas. The fee may be paid by check or money order, payable to the University of Scranton. Please allow 8-10 weeks for processing. Expedited ordering and overnight delivery is available for an additional \$20 fee; expedited orders are typically processed in 3 weeks.**

**A replacement diploma will reflect the legal name recorded in the official student record at the time of graduation unless an official change of legal name has been processed. The diploma will bear the look of the University of Scranton's current diploma and reflect the signatures of the current President and Dean.**

**Please complete, sign and return this form with payment to: Office of the Registrar and Academic Services  
 O'Hara Hall  
 800 Linden Street  
 Scranton, PA 18510**

By signing below, I certify that all information presented on this form is true and correct.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

*For office use only:*

ORAS Received  Date:

ORAS Processed  Date:

Diploma Mailed  Date: