

Diploma Reorder Form

Graduates who have lost or damaged their diplomas can order a replacement for \$50.00. Please complete this form in full, have it notarized, and return it to the address below. If you have your original diploma (damaged or otherwise), please return it to this office. If the original diploma is not returned, it will be noted on the replacement diploma that it is a "Duplicate Diploma."

Diploma orders are submitted to our vendor upon receipt of the completed Diploma Reorder Form and the diploma will be mailed directly from the vendor as soon as possible. The diploma will be sent to you via United States Postal Service if you live in the continental United States. It will be sent to you via Air Mail if you live in another country.

CAREFULLY print full legal name as it should appear on the diploma:

First Middle Last

Degree: _____ Curriculum: _____

Date of Degree: _____

Last 4 digits of your Social Security Number (or student ID#): _____

Date of Birth: _____

Dates of Attendance: _____

Email Address: _____ Telephone # _____

Please explain in detail what happened to your original diploma: _____

Original Returned: Yes: _____ No: _____

Payment enclosed (\$50.00): _____

Please send diploma to: _____

The above information is true and correct to the best of my knowledge.

(Signature)

(Date)

Notary Signature and Stamp/Seal:

Return this completed, notarized form to:
Office of the Registrar
Rensselaer Polytechnic Institute
110 Eighth St.
Troy, NY 12180-3590