



## Diploma Replacement Request

Date of Request: \_\_\_\_\_

Name under which registered while attending Hobart and William Smith Colleges:

\_\_\_\_\_

Name to be printed on the diploma:

\_\_\_\_\_

(It is customary on documents such as this to use your full name including middle)

Address where diploma should be sent:

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City, State, Zip, Country)

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

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

Reason for requesting replacement diploma: \_\_\_\_\_

\_\_\_\_\_

Student Signature (request will not be processed without signature)

Contact Information:

Phone: \_\_\_\_\_

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

***If a student's name has been legally changed by marriage, court order, or gender change, a new diploma may be issued upon written request, including legal proof of the change (i.e. driver's license, passport, court order), payment of the fee, and return of the original diploma.***

\*\* Please allow approx. 4 weeks for diploma and include \$30.00 fee with request. Make checks payable to Hobart and William Smith Colleges