



REPLACEMENT DIPLOMA REQUEST

Conditions and Costs Related to Replacement Diploma Requests:

- This form must be filled out completely.
- Marywood University will honor replacement diploma requests only in the instance in which the student's original diploma has been **lost, stolen, or destroyed**.
- The cost for each replacement diploma is **\$100.00**. Payment may be made by check, money order, or credit card.
- This request takes a minimum of six to eight weeks to process.

Office of the Registrar

2300 Adams Avenue
 Scranton, PA 18509
 Phone: (570) 348-6280
 Fax: (570) 961-4758
 E-mail: registrar@marywood.edu

Personal Information

Full Name (as it Appeared on your Original Diploma)

Full Name At Present (if different from above)

Street Address _____ City _____ State _____ Postal Code _____

(_____) _____ (_____) _____
 Home Phone _____ Mobile Phone _____

Date of graduation: _____ Degree Awarded: _____
 Month Year

Reason for Request: Original Diploma **LOST** Original Diploma **DESTROYED** Original Diploma **STOLEN**

Signature I authorize Marywood University to order a duplicate diploma as requested. The information provided on this form is accurate to the best of my knowledge.

Signature _____ Date _____

Payment Information Money Order Check Credit Card (MasterCard, Visa, or Discover)

Cardholder Signature _____ 16-Digit Card Number _____ Expiration Date (MM/YY) _____ 3-Digit Security Code (from signature panel) _____

FOR OFFICE USE ONLY

 Date Received Initials Check # (If applicable) Amount Received