

# 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

Payment required before processing. Student Accounts will contact you to arrange payment.

### FOR OFFICE USE ONLY

Date Received

Initials

Check # (If applicable)

Amount Received