



## Replacement Diploma Request Form

Print out and complete this form, using the name under which you attended as a student. Include first name, middle initial/name, and last name. If the original diploma is in a different name than your current name, and you want the replacement diploma issued in your current name, indicate your current name on the 'Requested (new) Diploma Name' line.

Replacement diplomas are printed with the current President's signature. Your official academic records (e.g. transcripts) will continue to appear with your name as listed at time of attendance.

The cost of a replacement diploma is \$35 to have it mailed within the United States and \$45 to have it mailed to another country. Check or money order, made payable to Susquehanna University, needs to be included with this request.

Mail the completed form and payment to:

Registrar's office  
Susquehanna University  
514 University Ave.  
Selinsgrove, PA 17870

Processing time is approximately 3 weeks if shipped within the U.S. and 5 weeks if shipped internationally. The replacement diploma will be mailed to the address you indicate below. The method of shipment will be determined by the diploma vendor so please include both a street address and a P.O. Box (if applicable).

If you have any questions call 570-372-4109.

Name (at time of attendance): \_\_\_\_\_

Requested (new) Diploma Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Major(s): \_\_\_\_\_

Mail Diploma to (Current Name): \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_