

## 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