



Office of the Registrar P: 315-228-7408
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REPLACEMENT DIPLOMA REQUEST FORM

**Per the Family Education Rights and Privacy Act of 1974,
 diploma's cannot be released without the student's consent and signature.**

Please read: If you are requesting a replacement diploma as confirmation of graduation you may be better served by requesting a degree verification letter. Often Colgate's diploma is not sufficient confirmation of graduation as it is printed in Latin and only the graduation year appears. A degree verification letter can be provided with more critical information (dates of attendance, graduation date, etc.). Also, a degree verification can be processed in 2-4 business days, whereas a replacement diploma will take several weeks.

Name (PRINT): _____
Please indicate your name as you want it to appear on your diploma.

For verification purposes:
 Colgate ID # or last 4 digits of SSN: _____
 Date of Birth: _____
 Year of Graduation: _____

In case we have any questions, please provide contact information:

Phone Number: _____
 Email Address: _____

I understand that my diploma will be delivered via the method I selected below and that any holds currently on my record will prevent the release of my diploma.

X _____
Student's Signature *Date*

OPTIONAL:
 If you need an English translation of your diploma, please initial here _____
 If you would like an email confirmation when mailed, please initial here _____

PAYMENT OPTION:
 Note: You can pay by check or credit card.
 _____ Standard fee: \$35 (3-4 weeks for delivery)
 _____ Rush-service fee: \$55 (2-3 weeks for delivery)
 Please make check payable to Colgate University.
 Credit Card: _____
 Expiration Date: _____ Security Code: _____
 X _____
 Signature of **CARD HOLDER** is required for this service.

MAILING ADDRESS:

FOR REGISTRAR USE ONLY:
 Graduation Year: _____ Latin Year: _____ Honors: _____
 President/Secretary: _____
 FH: _____ E: _____ Date ordered: _____ Date of arrival: _____ Date mailed: _____
 (Revised: 3/11) SR