

**REPLACEMENT DIPLOMA REQUEST**

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

**Please read first:** If you are requesting a replacement diploma only for confirmation of graduation, you might be better off requesting a degree verification letter. Often Colgate's diplomas are not sufficient confirmation of graduation as it is printed in Latin and only the graduation year appears. A degree verification letter will provide more critical information (dates of attendance, major/minor, graduation date, etc.) and can be processed in 2-4 business days, whereas a replacement diploma will take several weeks to be processed.

**Name (PRINT):** \_\_\_\_\_  
*Only your name that you attended under will print on your diploma. Please indicate how you want it to appear.*

**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 replacement diploma order.

X \_\_\_\_\_  
*Student's Signature (Hand written signature are only accepted)* *Date*

**OPTIONAL:**  
If you want a degree verification letter, please initial here \_\_\_\_\_  
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:**  
  
You must pay online for the replacement diploma by using Colgate's online payment system. The registrar's office will receive confirmation once your payment has been successfully completed. Your replacement diploma and online payment must be received before your replacement diploma can be processed.  
  
Please visit the Registrar's web page for payment system  
[www.colgate.edu/registrar/diplomas](http://www.colgate.edu/registrar/diplomas)

**MAILING ADDRESS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR REGISTRAR USE ONLY:**  
  
Graduation Date: \_\_\_\_\_  
Latin Year: \_\_\_\_\_  
Honors: \_\_\_\_\_  
President: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
  
FH: \_\_\_\_\_ E: \_\_\_\_\_  
Mailed: \_\_\_\_\_  
*(Revised: 4/2019) SMR*