



Syracuse University Office of the Registrar Request for Replacement Diploma

XXX-XX-

Last four digits of SSN

Date of Birth (M/D/Y)

Full name under which you were registered

Name now if different from above

If you are requesting the diploma in your new name you must provide change of name documentation.

Degree Received

Major

Honors

Graduation Date (M/D/Y)

Reason for replacement (circle one): **Lost** **Damaged** **Destroyed**

Please return damaged diplomas to our office.

Address where Diploma is to be mailed:

Street Address

City

State

Zip Code

Country

Phone Number

Email

Replacement fees:

Bachelors or Masters - \$15.00

Doctorate - \$20.00

Check or Money Order made out to Syracuse University must be included with this request.

Signature

Date

Please send this completed and signed form with your check or Money Order to:

Syracuse University Registrar's Office
106 Steele Hall Attn: Christine
Syracuse, NY 13244

Please allow 2-3 weeks for delivery.