

**REPLACEMENT DIPLOMA PROCESS AND POLICY**

- Students who need a physical copy of their diploma will need to complete this form and submit this form and payment to the Registrar's Office.
- The cost of the replacement diploma is \$25 for undergraduate and graduate diplomas and \$100 for doctoral diplomas. Checks or money orders should be made payable to the University of New England.
- The replacement diploma will carry the current titles and signatures of all University officials and will be issued in the diploma format currently in use by the University.
- Please allow 4-6 weeks for processing and receipt of the diploma.

**STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ PRN: \_\_\_\_\_

Email: \_\_\_\_\_ Class of: \_\_\_\_\_

Phone (cell # preferred): \_\_\_\_\_

**SECTION I: DIPLOMA INFORMATION**

Major: \_\_\_\_\_

In the box below, CLEARLY TYPE/PRINT your name exactly as you wish to have it appear in the Replacement Diploma:

I would like my diploma mailed to the address listed below:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**SECTION II: STUDENT APPROVAL** (Font signature NOT accepted)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_