

ROCHESTER INSTITUTE OF TECHNOLOGY
OFFICE OF THE REGISTRAR
EASTMAN HALL (EAS), ROOM 1202
PHONE 585/475-6519
FAX 585/475-7252

The cost per diploma replacement is \$25. Please complete all requested information below. You can fax this form to 585/475-7252 or mail it with your check or money order to the address listed below. To make a payment with your credit card, go to rit.edu/registrar/diploma-replacement. Please allow 4-6 weeks for delivery.

Replacement diplomas will be mailed via USPS first-class mail. If you prefer that they be mailed via FedEx, please provide a FedEx shipping label. Go to rit.edu/registrar/fedex for instructions.

General Information

Please Type or Print Legibly

University ID Number _____ Date of Birth ____/____/____
This is not your SS number. Leave blank if unknown. MM/DD/YYYY

Name _____
Last First Middle

Previous name (when attending RIT) _____
Last First MI

Graduation information: Year _____ Degree _____ Quantity requested ____

I authorize issuance of a diploma as indicated on this form.

Signature _____ Date _____

Current Address Your new diploma will be mailed to this address.

Name _____

Address _____

City/State/Zip _____

Phone No. _____ / _____ E-mail _____
area code

Signature _____ Date: _____

Payment and Disposition

Mail to:
RIT Registrar's Office
Attn: Linda Parr
27 Lomb Memorial Drive
Rochester, NY
14623-5603

Fax to:
585/475-7252

Scan and e-mail to:
registrar@rit.edu

Payment (\$25 per diploma)

- I have included a check or money order made out to RIT.
- I would like to pay with a credit card.
Please make your payments on-line at rit.edu/registrar/diploma-replacement.

Mailing

- Mail via USPS first-class mail.
- Ship via FedEx. Requestor must provide us with a pre-paid FedEx shipping label.
For instructions on how to send your transcripts via FedEx, please go to rit.edu/registrar/fedex.

Registrar's Office Use Only

Date Received _____

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