

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

Instructions

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 regular 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

University ID Number _____ (leave blank if unknown - it is not your SSN)

Name _____
Last First Middle

Prior Name _____ Birth Date: ____/____/____

Contact Phone and E-mail Information

Day (8:30 am -5 pm) ____/____-____ Cell ____/____-____ E-mail _____

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

Name _____

Address _____

City/State/Zip _____

Graduation information Year _____ Degree _____ Quantity requested ____

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

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 / Pickup

- Mail via regular 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.
- I will **pick up** the diploma replacement at the Registrar's Office (Eastman Hall, room 1202).

Registrar's Office Use Only

Date Received _____

Date Processed _____

Processed by _____