

Diploma Replacement

Instructions

The cost per diploma replacement is \$25. Please complete all requested information and hand-sign. You can fax this form to 585/475-7252, e-mail it to registrar@rit.edu, or mail it with your check or money order to the address listed below. Your diploma will be mailed via regular first-class or Air Mail (international). If you prefer tracking, you can select an additional FedEx payment option. To make a credit card payment, please go to rit.edu/registrar/diploma-replacement. Please allow up to 5 weeks for delivery. Your diploma will be printed as originally issued unless a change of name form has been submitted to our office with this request.

Student Information

Please Type

Name _____
Last First Middle

University ID Number _____ Date of Birth ____/____/____
This is not your SS number. Leave blank if unknown (mm/dd/yyyy)

Previous name (when attending RIT) _____
Last First MI

Graduation information: Year _____ Degree _____

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

Please mail the authenticated document/s to:

Name _____

Address _____

City/State/Zip _____

Country _____

Phone No. ____/____-____ Email _____

- Diploma (\$25) quantity _____ \$ _____
 - Mail regular first-class or Air Mail (international). *No tracking provided. No Charge.* \$ 0
 - I will pick up the diploma replacement at the Registrar's Office (Eastman Hall, room 1202) \$ 0
 - Mail FedEx Domestic (\$25) \$ _____
 - Mail International FedEx (\$40) \$ _____
- Total** \$ _____

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 Options

- 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*

Signature _____ Date: _____

Registrar's Office use only

7/6/2017
 REG - Diploma Replacement

Date Received _____ Date Processed _____ Processed By _____