



Diploma Replacement Request

STUDENT ADMINISTRATIVE SERVICES

Potsdam Campus: PO Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451
Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9834

To order a replacement diploma, please complete the form below. The replacement diploma fee is \$30 per diploma, payable by check or credit card. Processing and delivery generally takes three to four weeks. If you need your request expedited please indicate the date it is desired below. An additional charge of \$30 is required for a total of \$60. No diploma request will be prepared for anyone whose financial obligations to the University have not been met.

PRINT CLEARLY (indicate name used while enrolled)

Union Graduate College Alumnus

Clarkson University Alumnus

Send to: Clarkson University - Capital Region Campus
Student Administrative Services
80 Nott Terrace
Schenectady, NY 12308

Send to: Clarkson University
Student Administrative Services
Box 5575
Potsdam, NY 13699

Email to: crcregistrar@clarkson.edu

Email to: registrar@clarkson.edu

Student Number: _____ OR SS #: _____

Name: _____
Last First Middle

Current Address: _____ Phone No. _____

Email Address: _____

Date of Birth: _____ Year of Graduation: _____

Degree/Major: _____

Your name as you would like it to appear on the diploma: _____

Are you interested in Express Options? Yes No

Date Requested by: _____

Student signature

Date

Signature authorizes payment and release of academic information.

Number of copies: _____ *Diploma Fee is \$30.00 per copy, if expedited \$60.00 per copy*

PLEASE INDICATE METHOD OF PAYMENT:

- Check
 Credit Card*: Visa MasterCard Discover

_____ *card number*

_____ *security code (3 digits)* _____ *exp. date (MM/YY)*

***CREDIT CARD BILLING ADDRESS:**

Name on card: _____

Street: _____

City: _____

State: _____ Zip: _____

We recommend that you do not send personal information such as a credit card or social security number via email