



**Request for Duplicate or Replacement Diploma**

School of Education, Office of the Registrar  
6740 Alexander Bell Dr., Suite 110, Columbia, MD 21046  
Fax: 410-516-9817 Email: [soe.registration@jhu.edu](mailto:soe.registration@jhu.edu)

To order a duplicate/replacement diploma please complete the information below and return it along with a copy of a valid form of identification. Payment can be made by credit card, check or money order in the amount of \$55.00 made payable to Johns Hopkins University to:

Duplicate/replacement diplomas resemble the original except that the signatures of the President, Dean and Chairman of the Board of Trustees are those of the current officers. Orders for duplicate/replacement diplomas are processed once per week, except for the month of May as we prepare for graduation. Please allow 3-4 weeks from the date you send your request for delivery.

**PRINT NAME** exactly as it is to appear on the diploma (last name must match academic record; changes must be requested with documentation): **DO NOT USE ALL CAPITAL LETTERS**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Degree Received: \_\_\_\_\_ Commencement Date: \_\_\_\_\_

Please indicate how you want to receive your diploma:  Pick up Diploma (Columbia Center) Mail it to me at:

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
City State Country (if not U.S) Zip Code

Special Service: \_\_\_\_ Rush Processing (within 5 business days): \$25.00  
\_\_\_\_ Express International Delivery: \$30.00

**Payment Section**

**NOTE: FedEx delivery must be paid by credit card**

CARDHOLDER'S NAME (Please Print)	CARDHOLDER'S SIGNATURE	CARDHOLDER'S ZIP CODE
CREDIT CARD NUMBER	CARD VERIFICATION CODE*	EXPIRATION DATE

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Requests will NOT be processed without signature and copy of ID