



## Request for Duplicate or Replacement Diploma

Please submit this form using SEAM's Online form: [support.sis.jhu.edu/case](http://support.sis.jhu.edu/case)

The cost of a duplicate/replacement diploma is \$55.00. To place your order, please complete the information below and return it along with a copy of a valid form of identification to [support.sis.jhu.edu/case](http://support.sis.jhu.edu/case).

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