



REQUEST FOR DUPLICATE DIPLOMA

Office of the Registrar

162 Le Mans Hall
Saint Mary's College
Notre Dame, IN 46556

Phone: (574) 284-4560 ~ Email: registrar@saintmarys.edu ~ FAX: 574-284-4842

Instructions/Notes:

- Save form to your local computer or print and manually complete.
- Print, then mail, fax or e-mail the form to the Office of the Registrar (see address above).
- The fee for a replacement diploma is \$60, which includes return to you by certified mail.
- Payment must accompany request and may be charged to a credit card on the form below, or paid by check or money order
- All replacement diplomas will have the signatures of the current College Officers.
- Usual replacement time is 30 days.
- Direct any questions to the registrar at the correspondence information at the top of the page.

GRADUATION / DIPLOMA INFORMATION

Name while attending Saint Mary's:	<input type="text"/>	Month of graduation	<input type="text"/>
Name to appear on the diploma:	<input type="text"/>	Graduation year:	<input type="text"/>
Graduate with Honors?:	<input type="text"/>	Degree earned:	<input type="text"/>

MAILING INFORMATION

Name:	<input type="text"/>	Email address:	<input type="text"/>				
Address:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>
Nation (other than U.S.):	<input type="text"/>	Daytime phone	<input type="text"/>	Include area code, no dashes			

PAYMENT- \$60 replacement diploma fee (choose 1)

☐ Charge to the following credit card OR ☐ Payment enclosed (check or money order)

Select credit card:	<input type="text"/>	Card number:	<input type="text"/>	Exp date:	<input type="text"/>	<input type="text"/>
Name on card:	<input type="text"/>	Total amount due \$		<input type="text"/>		

Signature of card holder:

Comments

NOTE: If this form is faxed or e-mailed to the Office of the Registrar, a credit card must be used.