

## Replacement Diploma Request

Mail/Courier:	Office of the Registrar 1600 Burrstone Rd; 123 White Hall Utica, New York 13502
Phone:	315-792-3393
Fax:	315-792-3020
e-mail:	<a href="mailto:registrar@utica.edu">registrar@utica.edu</a>



**Once completed, you may mail, fax, or scan/e-mail this form to our office.**

Current Name:	
Student ID# (if known):	
Name EXACTLY as you wish it printed on diploma:	
<b>Diploma name must comply with our Diploma Name Policy, which is published online:</b> <a href="https://www.utica.edu/academic/registrar/diplomaname.cfm">https://www.utica.edu/academic/registrar/diplomaname.cfm</a>	
Date of Birth:	
Date of Graduation: <i>Graduation status will be confirmed before the diploma will be ordered.</i>	
E-mail address:	
<b>Your Current Mailing Address:</b> Street/PO Box: City, State, and ZIP: Country (if not in the US):	
<b>If you wish your diploma to be sent to a different address, please enter it here:</b> Street/PO Box: City, State, and ZIP: Country (if not in the US):	
<i>Be sure that all addresses entered are complete. Utica College is not responsible for delivery problems due to incomplete or insufficient addresses. <b>If selecting Platinum service, the diploma will be sent via UPS and cannot be delivered to a PO Box.</b></i>	

Type of Service (check one)	Delivery Method	FEE (all fees in US\$)	Delivery time (approximate)
Place my order with the next diploma order	Postal Mail	\$25.00	<i>Varies</i>
"Rush" delivery	Postal Mail	\$40.00	2-3 weeks
"Platinum" service within the United States	UPS ( <a href="http://www.ups.com">www.ups.com</a> )	\$80.00	1 week
"Platinum" service – <b>international</b> delivery <i>(Fee is \$41.95 for rush service <b>PLUS ACTUAL SHIPPING COST.</b>)</i>	UPS ( <a href="http://www.ups.com">www.ups.com</a> )	TO BE DETERMINED	Depends upon delivery address.

<b>Payment Information</b>	Cash    Check    Money Order    Visa    MasterCard    American Express    Discover
	<i>(Make checks and money orders payable to <u>Utica College</u>)</i>
<b>Credit Card #:</b>	<b>Exp. Date:</b> <b>CVV code**:</b>

*\*\* We cannot process a credit card without this code.*

<b>SIGNATURE OF ALUMNUS:</b> <i>("electronic" signatures not accepted.)</i>	
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**NOTES:**

- If you have a hold on your account, we cannot issue a replacement diploma.
- Replacement diplomas will be marked at the bottom with "Replacement" in about a 10-point font and the date the document was printed.
- Replacement diplomas will be in the *current style* of newly-issued Utica College diplomas with current signatures.