

DIPLOMA REPLACEMENT REQUEST

HIRAM COLLEGE REGISTRAR'S OFFICE
PO Box 67, HIRAM, OH 44234
PHONE: 330.569.5210; FAX: 330.569.5211
REGISTRAR@HIRAM.EDU; WWW.HIRAM.EDU/REGISTRAR

- All financial obligations to Hiram College must be satisfied BEFORE a diploma replacement.
- This form must be completed and signed by the graduate.
- Signatures on the replacement diploma will be those of the current administration.
- Replacement Diploma will state "Duplicate Diploma reissued on X/X/XX date"
- There is a **\$25 fee** for a replacement diploma. Payment may be made online through the Diploma Information link on our website, www.hiram.edu/registrar; or with a check mailed to the Registrar's Office with this request. Checks should be made payable to Hiram College.
- The Replacement Diploma will be mailed within **6 to 8 weeks** of the receipt of the request.
- Please note: If you are requesting a name change on this diploma from the original issued, you must first complete a **Change of Name Request Form** available at our website under **Forms**.

Print your name used while attending Hiram College:

First Name	Middle Name	Last Name
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Degree Awarded (BA/BSN/MA)	Year	Major(s)	Special Honors
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Please print name as you wish it to appear on the new diploma. If name changed since graduation, a Name Change Form must accompany this form or have been previously processed by the Registrar's Office.

First Name	Middle Name	Last Name
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Last Four Digits of SSN	Date of Birth	Student ID Number, if known
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Daytime Phone Number	E-Mail Address
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Address to Mail Diploma:

Street Address	City	State	Zip
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Graduate Signature	Date
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Payment Method:

Check _____ (check number) Cash (in person only) Credit Card (online only) Confirmation #: _____

Total amount due: \$ _____