



# REPLACEMENT DIPLOMA REQUEST

## Conditions and Costs Related to Replacement Diploma Requests:

- This form must be filled out completely.
- Marywood University will honor replacement diploma requests only in the instance in which the student's original diploma has been **lost**, **stolen**, or **destroyed**.
- The cost for each replacement diploma is **\$100.00**. Payment may be made by check, money order, or credit card.
- This request takes a minimum of six to eight weeks to process.

### Office of the Registrar

2300 Adams Avenue

Scranton, PA 18509

Phone: (570) 348-6280

Fax: (570) 961-4758

E-mail: registrar@marywood.edu

### Personal Information

Full Name *(as it Appeared on your Original Diploma)*

Full Name At Present *(if different from above)*

Street Address

City

State

Postal Code

( )  
Home Phone

( )  
Mobile Phone

Date of graduation: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_  
Month Year

Reason for Request: ☐ Original Diploma **LOST** ☐ Original Diploma **DESTROYED** ☐ Original Diploma **STOLEN**

**Signature** *I authorize Marywood University to order a duplicate diploma as requested. The information provided on this form is accurate to the best of my knowledge.*

Signature

Date

**Payment Information** ☐ Money Order ☐ Check ☐ Credit Card (MasterCard, Visa, or Discover)

Cardholder Signature

16-Digit Card Number

Expiration Date (MM/YY)

3-Digit Security Code (from signature panel)

### FOR OFFICE USE ONLY

Date Received

Initials

Check # (If applicable)

Amount Received