



DIPLOMA REPLACEMENT REQUEST

STUDENT ACHIEVEMENT SERVICES | OFFICE OF THE REGISTRAR

Potsdam Campus: Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451

Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

To order a replacement diploma, please return this form with payment to Student Achievement Services. The replacement diploma fee is \$30 per diploma, payable by check or credit card. Processing and delivery generally take three to four weeks. If you need your request expedited please indicate the date it is desired below. An additional charge of \$30 is required for a total of \$60. No diploma request will be prepared for anyone whose financial obligations to the University have not been met.

PRINT CLEARLY (indicate name used while enrolled)

Student Number: _____ OR SS #: _____

Name: _____
Last First Middle

To assist us in locating your record, please indicate which institution awarded your degree:

Clarkson University Union Graduate College

Current Address: _____ Phone No. _____

Email Address: _____

Date of Birth: _____ Year of Graduation: _____

Degree/Major: _____

Your name as you would like it to appear on the diploma: _____

Are you interested in Express Options? Yes No Date Requested by: _____

Student signature

Date

Signature authorizes payment and release of academic information.

Number of copies: _____ Diploma Fee is \$30.00 per copy, if expedited \$60.00 per copy

PLEASE INDICATE METHOD OF PAYMENT:

Check Credit Card* Visa MasterCard Discover

_____ card number

_____ security code (3 digits) _____ exp. date (MM/YY)

***CREDIT CARD BILLING ADDRESS:**

Street: _____

City: _____

State: _____ Zip: _____

We recommend that you do not send personal information such as a credit card or social security number via email