



Duplicate/Replacement Diploma Request Form

Personal Information

Diplomas and certificates will be reprinted with the graduate's name as it appeared on their official university records at the time of degree conferral. Name changes may occur, provided a Name Change Form and supporting documentation are submitted with this request form.

Name as it appears on original diploma/certificate (please print):

Form with fields for Last, First, and Middle Initial

Name Requested for Reprint (if different from above):

Student ID: Date of Birth:

Email: Telephone:

Degree Information Please note: Diploma/Certificate replacements are issued in our current style and size.

Degree/Certificate Earned:

Date Awarded: Dates of Attendance:

Payment and Delivery Options

The cost to order a replacement diploma or certificate is \$10.00 per copy. All payments are due in advance in the form of cash, check or money order, or online credit card payment. Online payment can be made through the Registrar's Office online payment form. Requests will not be processed until payment is received.

The processing time is 3 to 5 business days from the date the order is submitted.

Number of Copies:

Form of Payment:

- Online Money Order*
Cash Check*

Delivery Method:

- Pick Up
Email (PDF):
Mail - Address:

*Checks should be made payable to Suffolk University.

If you have any questions, please contact the Office of the Registrar at 617-557-2010 or at uro@suffolk.edu.

Student Signature (Required): Date: