



University Registrar's Office
8 Ashburton Place, Boston, MA 02108

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):

Last First Middle Initial

Current Name (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; 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: _____

Delivery Method:

Form of Payment:

Pick Up

Mail – Address:

Online Cash Money Order* Check*

*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: _____