



## Replacement Diploma Request Form

Print and complete this form.

Replacement diplomas are printed with the current President's signature. Your official academic records (e.g. transcripts) will continue to appear with your name as listed at time of attendance.

The cost of a replacement diploma is \$35 if it is mailed within the United States and \$50 to mail it internationally. Check or money order, made payable to Susquehanna University, must be included with this request.

Mail the completed form and payment to:

Registrar's office  
Susquehanna University  
514 University Ave.  
Selinsgrove, PA 17870

Processing time is 6 - 8 weeks if shipped within the U.S. and 10-12 weeks if shipped internationally. The replacement diploma will be mailed to the address you indicate below. The method of shipment will be determined by the diploma vendor, so please include both a street address and a P.O. Box (if applicable).

If you have any questions call 570-372-4109.

Name (at time of attendance): \_\_\_\_\_

Diploma Name (name to be printed on the diploma):  
\_\_\_\_\_

Graduation Month/Year: \_\_\_\_\_

Major(s): \_\_\_\_\_

Mail Diploma to (Current Name): \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_