



Replacement Diploma Request Form

Manhattanville Student I.D. Number (if known) or SSN: _____

Name you used when you attended Manhattanville College: _____

Name for diploma: _____

(NOTE: Entering a new name here will NOT change the name on your permanent college record!)

Why are you requesting a new diploma? _____

Replacement diploma fee is \$35.00 (all forms of payment accepted; see below). This fee covers the diploma cost and **DOMESTIC mailing only** using the US Postal Service via regular first class mail. Allow 6 to 8 weeks for processing. **International mailing costs are additional and must be arranged by the diploma requestor!**

You will be contacted when the replacement is ready.

Mail diploma to:

Recipient: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number (cell phone preferred): _____

Email: _____

“I understand that the signatures on the replacement diploma will be those of the college officials at the time of reprint. The cost of the replacement diploma is \$35.00 with domestic mailing and it will take approximately 6 to 8 weeks for processing.”

Signature: _____

Date: _____

PAYMENT INFORMATION

| | |
|---|------------------|
| Payment Type (check one): <input type="checkbox"/> Cash <input type="checkbox"/> Check/Money Order (Check #: _____) <input type="checkbox"/> Credit Card | Amount Enclosed: |
| Credit Card Type (check one): <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Amex | Expiration Date: |
| Credit Card Number: | Security Code: |
| Authorized Signature: | Date: |

Office Use Only:

Date Rec'd: _____ Diploma Ordered: _____ Mailed: _____