

Replacement Diploma Request

Mail/Courier:	Office of the Registrar 1600 Burrstone Rd; 123 White Hall Utica, New York 13502
Phone:	315-792-3393
Fax:	315-792-3020
e-mail:	registrar@utica.edu



Once completed, you may mail, fax, or scan/e-mail this form to our office.

Current Name:	
Student ID# (if known):	
Name EXACTLY as you wish it printed on diploma:	
Diploma name must comply with our Diploma Name Policy, which is published online: https://www.utica.edu/academic/registrar/diplomaname.cfm	
Date of Birth:	
Date of Graduation: <i>Graduation status will be confirmed before the diploma will be ordered.</i>	
E-mail address:	
Your Current Mailing Address: Street/PO Box: City, State, and ZIP: Country (if not in the US):	
If you wish your diploma to be sent to a different address, please enter it here: Street/PO Box: City, State, and ZIP: Country (if not in the US):	
<i>Be sure that all addresses entered are complete. Utica College is not responsible for delivery problems due to incomplete or insufficient addresses. If selecting Platinum service, the diploma will be sent via UPS and cannot be delivered to a PO Box.</i>	

Type of Service (check one)	Delivery Method	FEE (all fees in US\$)	Delivery time (approximate)
Place my order with the next diploma order	Postal Mail	\$25.00	<i>Varies</i>
"Rush" delivery	Postal Mail	\$40.00	2-3 weeks
"Platinum" service within the United States	UPS (www.ups.com)	\$80.00	1 week
"Platinum" service – international delivery <i>(Fee is \$41.95 for rush service PLUS ACTUAL SHIPPING COST.)</i>	UPS (www.ups.com)	TO BE DETERMINED	Depends upon delivery address.

Payment Information	Cash Check Money Order Visa MasterCard American Express Discover
	<i>(Make checks and money orders payable to <u>Utica College</u>)</i>
Credit Card #:	Exp. Date: CVV code**:

*** We cannot process a credit card without this code.*

SIGNATURE OF ALUMNUS: <i>("electronic" signatures not accepted.)</i>	
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NOTES:

- If you have a hold on your account, we cannot issue a replacement diploma.
- Replacement diplomas will be marked at the bottom with "Replacement" in about a 10-point font and the date the document was printed.
- Replacement diplomas will be in the *current style* of newly-issued Utica College diplomas with current signatures.