



Diploma Replacement Request

Instructions

1. Please fill out all of the information requested, and sign the form.
 2. Diplomas have a \$150 dollar processing fee. Only checks and money orders will be accepted as payment. Please make all checks and money orders payable to Harvard University.
 3. Please have this form notarized and include copies of insurance, theft, or damage reports if available.
 4. Mail the completed form to: Office of the Registrar, 48 Quincy St, Gund 422, Cambridge, MA 02138
 5. Allow two to three months for processing.
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Student Information (* = required)

* Student Name _____

* Phone _____ *E-mail _____

Degree Program _____

* Dates of Attendance – Entry Year: _____ * Year of Graduation: _____

* Signature _____

Diploma Order Information

* I would like to (choose one): PICK UP MY DIPLOMA HAVE MY DIPLOMA SENT

Mail to: _____

* NOTARIZATION: