



SIMMONS UNIVERSITY  
**Office of the Registrar**  
 300 The Fenway, Boston, MA 02115  
 Tel 617.521.2111 Fax 617.521.3144

## REPLACEMENT DIPLOMA REQUEST FORM

Current Name: \_\_\_\_\_

Name During Attendance: \_\_\_\_\_

Simmons ID # or last 4 digits of SSN: \_\_\_\_\_

Date of Degree Conferral: \_\_\_\_\_

Degree Received: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Checks and money orders should be made payable to Simmons University.**

TYPE OF REQUEST	FEE	PROCESSING TIME	# OF COPIES
REPLACEMENT DIPLOMA (DOMESTIC)	\$50 per copy	Estimated 4-6 weeks to receive replacement diploma from vendor once we have received request and payment.	
REPLACEMENT DIPLOMA (INTERNATIONAL)	\$75 per copy	Estimated 4-6 weeks to receive replacement diploma from vendor once we have received request and payment.	
<b>RUSH</b> REPLACEMENT DIPLOMA (DOMESTIC)	\$100 per copy	Estimated 3-4 business days to receive replacement diploma from vendor once we have received request and payment.	
<b>RUSH</b> REPLACEMENT DIPLOMA (INTERNATIONAL)	\$150 per copy	Estimated 3-4 business days to receive replacement diploma from vendor once we have received request and payment.	

**\*If you need proof of graduation, you may request a degree verification. Verifications are free of charge and are processed in 1 business day. To request a verification please see the verification request form. \***

**\*All Diplomas produced after 9/1/2018 will say Simmons University, regardless of when you attended.\***

**Provide mailing address for diploma:**

Name	
Street	
City, State, Zip	

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

**OFFICE USE ONLY:** Amount Paid \_\_\_\_ Check \_\_\_\_ Cash \_\_\_\_ Date \_\_\_\_ Initials \_\_\_\_