



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.	
RUSH REPLACEMENT DIPLOMA (DOMESTIC)	\$100 per copy	Estimated 3-4 business days to receive replacement diploma from vendor once we have received request and payment.	
RUSH 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 ____