

# Instructions for Replacement Diploma Order

In cases of lost or damaged diplomas, alumni can request a replacement diploma order. Duplicate diplomas cannot be issued under any other circumstances.

If the original diploma was never received in the mail and this is reported to the Office of the University Registrar within six months of one's graduation date, a replacement diploma can be ordered free of charge; however, if reported after six months the replacement diploma order must be accompanied with a money order or bank check (refer to the cost/delivery timetable below).

Steps for ordering a replacement diploma:

1. Complete the Replacement Diploma Order Form, please be sure to fill out all fields below. Note that it is especially important to list your phone number for a diploma being shipped internationally.
2. Provide a scanned version or picture of your government issued ID or official name change documentation.
3. Obtain a money order or bank check in the proper amount, payable to 'Brandeis University'. We cannot accept cash or a personal check, however, if you would like to pay via credit card, please contact Taylor Seidel ([tseidel@brandeis.edu](mailto:tseidel@brandeis.edu)) for additional information.
4. Mail the completed form along with a picture of your government issued ID or official name change document, and your money order or bank check to the address below. Note that you can also email the completed form along with a picture of your government issued ID or official name change documentation. If you email your documents, please send them to [registrar@brandeis.edu](mailto:registrar@brandeis.edu).

Office of the University Registrar  
Mailstop 068  
Brandeis University  
Waltham, MA 02453-2728  
ATTN: Diploma Reorder  
(for mailed forms)

## Standard Service:

From the time we receive your replacement diploma order form and money order or bank check, please allow 3 to 4 weeks for a domestic delivery and up to 6 weeks for an international delivery. Replacement diplomas will ship 1<sup>st</sup> class mail via the United States Postal Service.

## Rush Service:

If you need your replacement diploma quicker than standard service offers, you can request and pay for rush processing and delivery. From the time we receive your replacement diploma order form, proof of ID, and money order, bank check, or credit card payment, please allow 4 to 5 business days for a domestic delivery and up to 10 business days for an international delivery. All diplomas requested through rush service will be sent U.P.S. Since U.P.S. does not deliver to post office box addresses, be sure to include a street address for delivery.

## Cost / Delivery Times:

Domestic, standard service costs \$50. Please expect 3 to 4 weeks for delivery.

International, standard service costs \$75. Please expect 4 to 6 weeks for delivery.

Domestic, rush service costs \$100. Please expect 4 to 5 business days for delivery.

International, rush service costs \$125. Please expect 5 to 10 business days for delivery.

## Please note:

A replacement diploma order will not be ordered until we have received your replacement diploma order form along with proof of ID, and with your money order, bank check, or credit card payment.

The Registrar's Office is not responsible for diplomas not delivered by the U.S.P.S. or by U.P.S. and no refunds will be issued by Brandeis University for undelivered or non-deliverable mail.

# Replacement Diploma Order Form

In cases of lost or damaged diplomas, alumni can request a replacement diploma. Duplicate diplomas cannot be issued under any other circumstances.

To request a replacement diploma:

1. Complete this form.
2. Scan or take a picture of your government issued ID or official name change documentation.
3. Email or mail the completed form along with proof of ID. Then mail your money order or bank check (payable to Brandeis University) or contact Taylor Seidel ([tseidel@brandeis.edu](mailto:tseidel@brandeis.edu)) to pay via credit card

Office of the University Registrar

Mailstop 068

Brandeis University

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ATTN: Diploma Reorder

**(for mailed forms)**

[Registrar@brandeis.edu](mailto:Registrar@brandeis.edu)

**(for emailed forms)**

## Please fill out all requested information

I am requesting a duplicate diploma because:

Original Diploma is lost

Original Diploma is damaged

Last name as it was while you were enrolled at Brandeis: \_\_\_\_\_ First Name: \_\_\_\_\_

Last 4 digits of SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Graduation Date or Term: \_\_\_\_\_ Degree Awarded: \_\_\_\_\_

Please list all majors:

## Address where diploma is to be mailed

Send To (Name): \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

## Please select one service option

Domestic, standard service costs \$50. Please expect 3 to 4 weeks for delivery.

International, standard service costs \$75. Please expect 4 to 6 weeks for delivery.

Domestic, rush service costs \$100. Please expect 4 to 5 business days for delivery.

International, rush service costs \$125. Please expect 5 to 10 business days for delivery.