

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.

Please note that replacement diplomas will be issued under the original diploma name.

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 time table below).

Steps for ordering a replacement diploma:

1. Complete the Replacement Diploma Order Form
2. Have the Replacement Diploma Order Form Notarized
3. Obtain a money order or bank check in the proper amount, payable to 'Brandeis University'. We cannot accept cash, personal check or credit card payment.
4. Mail the completed and notarized form along with your money order or bank check to:

Office of the University Registrar
Mailstop 068
Brandeis University
Waltham, MA 02453-2728
ATTN: Diploma Reorder

Standard Service:

From the time we receive your notarized 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 1st 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 notarized replacement diploma order form and money order or bank check, 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 services costs \$50. Please expect 4 to 6 weeks for delivery.

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

International, rush services 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 notarized Replacement diploma order form along with your money order or bank check 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. **Please note that replacement diplomas will be issued under the original diploma name.**

To request a replacement diploma:

1. Complete & notarize this form
2. Mail the completed and notarized form along with your money order or bank check (payable to Brandeis University) to:

Office of the University Registrar
Mailstop 068
Brandeis University
Waltham, MA 02453-2728
ATTN: Diploma Reorder

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 services costs \$50. Please expect 4 to 6 weeks for delivery.

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

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

Please complete this section in the presence of a Notary Public

I, _____, do hereby attest that the above information is complete and true.

Requestor's Signature: _____ Date: _____

On this _____ day of _____ 20____, before me, the undersigned Notary Public, personally appeared before

me a _____ through satisfactory evidence of a _____

Notary Signature: _____ Date: _____