

Replacement Diploma Request Form

Notes:

- The cost of a replacement diploma is \$30. Please mail this form with a check or money order made payable to Oberlin College to: Oberlin College, Office of the Registrar
Re: Replacement Diploma Request
101 North Professor St.
Oberlin, OH 44074
- Orders will not be processed if there is an outstanding graduation hold on your record.
- We generally accept requests for variations of your name to be printed on the diploma; for example, a middle initial instead of your full middle name, a shorter first name (Jon instead of Jonathan). We cannot print a completely different name on your diploma than what is on your academic record.
- We do not have copies of diplomas on file; all replacements will be printed on current diploma stock with current official digital signatures.
- Oberlin does not coordinate Apostille certification, but will notarize the diploma for that purpose.
 - If you are requesting the diploma for Apostille purposes, it must be mailed directly to you.
- Replacement diplomas will be processed and sent via USPS First Class Mail or international courier service within three weeks of receipt of this form.

STUDENT INFORMATION

Name to be printed on the diploma	T# (if known)
Name at time of graduation (if different than above)	
Email address	Phone number
Please provide the title of a course you took while in attendance at Oberlin or name of your advisor:	

DEGREE INFORMATION

Degree received	Graduation term / date
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DELIVERY INFORMATION

Mail the diploma to the following address:
Check here to have your diploma notarized for Apostille certification purposes
Check here to pick up your diploma at the AARC Office (101 N. Professor St.)

SIGNATURE

Signature (required)	Date
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