

CONNECTICUT COLLEGE

Office of the Registrar 270 Mohegan Avenue New London CT 06320-4196
Phone: (860) 439-3100

REQUEST FOR A REPLACEMENT PAPER DIPLOMA

Instructions: Please print & complete this form. You must have a Notary Public verify the signature on this form. In addition to this notarized form, please be sure to include photocopies of two forms of acceptable ID (passport, birth certificate, driver's license, social security card). If you are requesting a replacement diploma because your name has legally been changed, also enclose a copy of the legal name change document. Include a check made payable to Connecticut College in the amount of \$60 and mail to the above address. Please allow 4-6 weeks to process the replacement paper diploma. If you are in the class of 2020 or later and have changed your name, a replacement digital diploma will also be issued to the email provided.

I hereby certify that my original diploma was ☐ lost ☐ damaged
OR ☐ I have changed my name

NOTE: The original diploma must be returned to Connecticut College with this application when requesting a replacement due to damage or a name change.

Name on original diploma:

First: _____ Middle: _____ Last: _____

Name changed to:

First: _____ Middle: _____ Last: _____

Student ID# (if available): _____ Date of Birth: _____

Degree awarded (required): _____ Date awarded: _____

Mailing address:

Street: _____

City: _____ State: _____ Zip: _____ Country: _____

Email: _____ Telephone: _____

Your signature: _____ Date: _____

Subscribed and sworn by me this _____ day of _____

Notary's Signature: _____ Notary's Seal

In order to protect the integrity of the diploma process, we must request verification of your identity. This request cannot be processed without your signature and the signature of the Notary Public, as well as the appropriate forms of identification. Thank you.