

# Diploma Replacement Form

The registrar's office cannot produce copies of diplomas. If your diploma has been lost or destroyed, you may order a replacement by completing the following form and submitting it to the School for Social Work Registrar's Office. Please note that replacement diplomas are nearly identical to the original except that they are signed by the current president of the college.

\_\_\_\_\_  
Name While In Attendance

\_\_\_\_\_  
Name as it should appear on Diploma\*

\*Name changes from those on the original diploma may require additional documentation.

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

Reason for New Diploma

\_\_\_\_\_

**PLEASE NOTE: Diplomas will not be sent by fax or electronically.**

**Mail my diploma to the following address:**

Mail this form and payment fee to:  
SSW Registrar's Office  
Smith College School for Social Work Lilly Hall  
Northampton, MA 01063

Payment of \$50 in the form of a check or money order must be included and made payable to Smith College for Social Work required for a replacement diploma. Allow 4-6 weeks for delivery from the time that we receive the request and check.

\_\_\_\_\_  
**Signature (Required)**

\_\_\_\_\_  
Date