REPLACEMENT DIPLOMA REQUEST FORM

Replacement diplomas are reissued for a fee of $50.00. Please include check or money order made payable to Boston College. Complete the information below, have your signature certified by a Notary Public, and return this form to Student Services in Lyons Hall at the address listed above. Replacement diplomas are printed during the first week of each month and will be mailed to the address you provide below. All replacement diplomas measure 12 3/4 inches by 15 3/4 inches.

International students are encouraged to wire transfer payment. Visit www.bc.edu/wiretransfer for instructions on completing this transacation.

Please print your name clearly as it will appear on the diploma:

Name: ___________________________________________________________________________________________

First                       Middle   Last

Former/Maiden Names: ____________________________________________________________________________

(If you are requesting a diploma in a name other than the one in which your diploma was originally issued, you must provide documentation of name change e.g., copy of a marriage certificate, divorce decree, etc.)

Eagle ID Number (or last four digits of SS#): _____________________________ Male/Female: _________________

Month and Day of Birth (example: January 18= 01/18): __________________________________________________

School: ___________________________ Degree Awarded: _____________ Date Awarded: ___________________

Contact Phone Number: _____________________________ Contact Email: ___________________________

Address to which the diploma should be sent:

__________________________________________________________________________________________________

Street/P.O. Box         Apt. No              City                     State  Zip

I hereby declare the above information is true and correct:

__________________________________________________________________________________________________

Signature        Date

To be completed by Notary Public:

Subscribed and sworn before me on this:_______________________________ Day of: _____________________

Notary Public: _______________________________________________ My commission expires on: _____________________

For Office of Student Services Use Only:

President: ________________________     Reissued: Yes ____  No ____

Degree: ___________________________     Honors: __________________ Date of Degree: ___________

Requested by: _______________________     Date: ___________________

Revised December 15, 2015