

To request a replacement diploma, please submit the following form to the Registrar's Office. All requests whether made in person, by mail or fax, must be in writing and signed by the student. Sweet Briar College does not accept telephone, electronic mail, or third party requests for replacement diplomas. Requests are processed in the order they are received, generally within five business days, and are delivered via certified mail. There is a \$35 charge for all replacement diplomas. Sweet Briar College does not fax or send EDI diplomas. If a verification of graduation is needed, you may also contact the National Student Clearinghouse by calling (703) 742-4200 or by visiting <http://www.studentclearinghouse.org/dvev/default.htm>. Please note that replacement diplomas may have the signatures of the current administration.

If you have any questions regarding replacement diplomas, please call (434) 381-6179 between 8:30 a.m. and 5:00 p.m. EST, Monday – Friday.

Name (when graduated): _____

Current Name: _____

Social Security Number: _____ Graduation Year: _____

Reason for replacement diploma: _____

Please mail my diploma to: _____

Please send a USPS tracking number of the diploma package to my current email address:

Replacement Diploma Requests require valid credit card information. Please fill out the information below,

Name on the credit card: _____

Credit Card Number: _____

Expiration Date: _____

Your credit card will be charged \$35 for a replacement diploma. (Visa or Mastercard are accepted.)

Signature of credit card holder

Please return this form to:
Office of the Registrar
Sweet Briar College
P.O. Box I
Sweet Briar, VA 24595
or fax to (434) 381-6484