



Replacement Diploma Request Form

Office of the Registrar

3rd Floor, Prothro Hall
PO Box 1059
Phone: (434) 381-6179 | Fax: (434) 381-6484
Email: registrar@sbc.edu

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): _____

Name (as it should be printed on the diploma): _____

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:

Signature: _____

The fee for a replacement diploma is \$35. To pay this fee, please go to <http://www.sbc.edu/business-office> and click on "Make a Tuition or Fee Payment On-line." Complete the information required and choose the Payment Type of "Registrar – Replacement Diploma." Be sure to put \$35 in the Amount field. Failure to input the proper amount will result in a delay in the processing of this request. Please supply a valid email address on the website to receive an email confirmation of this transaction.

For Office Use Only:

Graduation Date: _____

Degree: _____

Honors: _____