

Year of Graduation: Degree: School/Dept:

Name under which your diploma was issued:

Reason for replacement:

Note 1: If you were awarded multiple degrees, and replacements are needed for each, please fill out one form per degree type.
Note 2: A legal name change request can be made to reflect a new legal name on the replacement diploma certificate. To request a legal name change, please visit our [Name Change page](#).

Please provide your current mailing address:

First Name: Last Name: Phone:

7 Digit Case ID or Network ID or Last 4 of SSN: Email:

Address:

I certify that all information contained above is accurate to the best of my knowledge.

****Signature:**** _____ **Date:** _____

Please indicate delivery type:

| | | |
|---|---|--|
| <u>USA Delivery</u> | <u>International Delivery</u> | *If requesting multiple copies, please submit separate forms for each certificate. |
| <input type="radio"/> 3 weeks, \$50 (standard) | <input type="radio"/> 3 weeks, \$80 (standard) | |
| <input type="radio"/> 2-3 Days, \$100 (expedited) | <input type="radio"/> 3-5 Days, \$130 (expedited) | |

Please indicate method of payment:

Cash Please do not mail cash. This is only accepted in person. Check Make checks payable to Case Western Reserve University. Visa MasterCard Discover

Credit Card #: CCV#: Exp. Date:

I, (Print Name) hereby authorize the Office of the University Registrar, to charge the credit card account number listed above for the total cost of the delivery method chosen.

Signature of Cardholder: _____

Billing Address:

Please print and sign, then mail, fax or deliver this form and payment to the Office of the University Registrar. If submitting a name change request, please submit all required documentation and replacement diploma form at the same time. Questions can be directed to diploma@case.edu, however email attachments are not accepted. Please note that Replacement Diploma Certificates cannot be published if there is a financial hold and/or other administrative holds related to the account.

Fax to: (216) 368-8711

-or-

Mail to : Office of the University Registrar
Yost Hall Room 135
10900 Euclid Avenue
Cleveland, OH 44106-7042