

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:

USA Delivery 3 weeks, \$50 (standard) 2-3 Days, \$100 (expedited)\*International Delivery 3 weeks, \$80 (standard) 3-5 Days, \$130 (expedited)\*

If requesting multiple copies, please submit separate forms for each certificate.

\*Expedited requests require a physical mailing address. Delivery not available to a PO Box.

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 DiscoverCredit 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: 

## Form submission:

1. Download this form to your computer.
2. Complete and save the form.
2. Go to the [University Registrar's submission page](#).
3. Drag and drop file into submission area - or - choose Select Files to locate PDF on your computer.
4. Click Submit.

**Note 3:** If submitting a name change request, please submit all required documentation and replacement diploma form at the same time.**Note 4:** Replacement Diploma Certificates cannot be published if there is a financial hold and/or other administrative holds related to the account.

For questions regarding this form, please contact the University Registrar's Office at registrar@case.edu or 216-368-4310.