



Request for Replacement Diploma

Please return this form with payment of **\$25** to the Registrar's Office. Diplomas are ordered four times a year, on or around January 30th, May 30th, August 30th, and December 30th. Estimated delivery is 4-6 weeks from the above listed order date.

Student Name _____

Herkimer ID# or SSN _____

Degree/Certificate AA AS AAS Cert

Degree Year _____

Program Name _____

How name should appear on diploma _____
Legal Name Only

Phone Number _____

Email Address _____

Mail Diploma to: _____
Mailing Address (Street)

_____ *Mailing Address (City, State, Zip)*

Signature _____

Please provide payment information below. If paying in person, do not fill in credit card info.

[] Check or Money Order payable to *Herkimer College*

[] Credit/Debit Card payment (*Amex, Discover, MasterCard, VISA*)

CC# _____

Exp Date ____ / ____ Security Code (*on back of card*) _____
month/year

Name of cardholder (if not student) _____

FOR OFFICE USE ONLY			
_____	_____	_____	_____
RECEIVED	PAYMENT	ORDERED	MAILED