



## 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