REPLACEMENT DIPLOMA REQUEST FORM

Requests must be submitted in writing and the signature of the graduate must be notarized. The cost of a diploma is $75.00. If desired, courier mailing cost is an additional $75.00. A check made out to the New England College of Optometry must accompany this request.

PLEASE PRINT

Graduation Name: ________________________________

First  Middle  Last

Present Name, if different: ________________________________

First  Middle  Last

Present Address: ____________________________________________

Daytime Telephone/Cell: ________________________________ (In case we need to contact you.)

E-mail Address: ____________________________________________

REPLACEMENT COPY OF DIPLOMA. I understand that it will have the same information except it will bear the imprinted names of the present officials as well as the words “REPLACEMENT COPY” on the front. The back carries a certification statement, the date that the replacement was issued and for what reason. Please enter the number of replacement diplomas wanted under one reason only:

____ I am requesting an additional diploma.

____ I am requesting a replacement copy of my diploma with a name change and have enclosed official documents verifying my legal name change.

____ I have lost or damaged my original diploma by destruction, theft or fire and request a replacement copy of my diploma.

Please print full name below, as you would like it to be printed on your diploma using UPPER and lower case letters (ex: Kerry Q. Public):

_________________________________

Print Degree awarded: ________________________________________

Date degree granted:  Month___________  Day__________  Year__________

Signature: ________________________________________________  Date: ______________________

Notary Signature: _________________________________________  Date: ______________________

Notary Seal must be used.

Return completed form with a check for diploma (and mailing costs, if applicable) and documentation, if needed to:

New England College of Optometry
Registrar’s Office
424 Beacon Street
Boston, MA 02115

09/05/2014