

Office of the Vice President and Dean of Faculty

893 West Street | Amherst, MA 01002 | 413.559.5378 | f 413.559.6081 | dof@hampshire.edu | hampshire.edu

REPLACEMENT/DUPLICATE DIPLOMA REQUEST FORM

Replacement and duplicate diplomas are issued for a fee of \$75.00. Please include a check or money order made payable to the Trustees of Hampshire College. Complete the information below, have your signature certified by a Notary Public, and return this form to the following address. Telephone, fax, or e-mail requests are not accepted.

Attn: Yaniris Fernandez
 Dean of Faculty Office
 Hampshire College
 893 West Street
 Amherst, MA 01002

Diploma request (*select one*): Replacement diploma Duplicate diploma

For replacement diplomas, the original diploma must be returned with this form or you must attest to the loss of the original diploma below.

Original diploma is enclosed. Original diploma has been lost.

Please print your name clearly as you want it to appear on your diploma:

NAME: _____
 First *Middle* *Last*

Former/Maiden Name(s): _____

If you are requesting a diploma in a name other than the one originally issued, you must provide legal documentation of name change (e.g., certified copy of marriage certificate, divorce decree or court order).

Hampshire ID# (or last 4 digits of SS#): _____ Date of Birth: _____

Year of Graduation: _____ February May (*select one*)

Contact phone number: _____ Contact email: _____

Address to which the replacement/duplicate diploma is to be mailed:

Name of resident: _____

Street/PO Box *Apt. #* *City* *State* *Zip*

I hereby declare the above information is true and correct:

Signature

Date

TO BE COMPLETED BY NOTARY PUBLIC:

Subscribed and sworn before me on this _____ Day of: _____

Notary Public: _____ Commission expires on: _____