H A M P S H I R E C O L L E G E

Office of the Dean of Faculty
Amherst, Massachusetts 01002
413-559-5378
Fax 413-559-6081

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: Shannon Thorin
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: _____