



SIMMONS UNIVERSITY
 Office of the Registrar
 300 The Fenway, Boston, MA 02115
 Tel 617.521.2111 Fax 617.521.3144

REPLACEMENT DIPLOMA REQUEST FORM

Current Name: _____

Name During Attendance: _____

Simmons ID # or last 4 digits of SSN: _____

Date of Degree Conferral: _____

Degree Received: _____

Date of Birth: ____/____/____ Daytime Phone: _____

E-mail Address: _____

**Checks and money orders should be made payable to Simmons University.
 Credit card payments can also be submitted through our [electronic portal](#).**

If using the [electronic portal](#), please specify Type of Request and "Registrar's Office" in memo field.

TYPE OF REQUEST	FEE	PROCESSING TIME	# OF COPIES
REPLACEMENT DIPLOMA (DOMESTIC)	\$50 per copy	Estimated 4-6 weeks to receive replacement diploma from vendor once we have received request and payment.	
REPLACEMENT DIPLOMA (INTERNATIONAL)	\$75 per copy	Estimated 4-6 weeks to receive replacement diploma from vendor once we have received request and payment.	
RUSH REPLACEMENT DIPLOMA (DOMESTIC)	\$100 per copy	Estimated 3-4 business days to receive replacement diploma from vendor once we have received request and payment.	
RUSH REPLACEMENT DIPLOMA (INTERNATIONAL)	\$150 per copy	Estimated 3-4 business days to receive replacement diploma from vendor once we have received request and payment.	

Notarization needed

Apostille needed By selecting this box, you acknowledge that you have enclosed all of the [necessary documents](#).

If you need proof of graduation, you may request a degree verification. Verifications are free of charge and are processed in 3-5 business days. To request a verification please email registrar@simmons.edu.

All Diplomas produced after 9/1/2018 will say Simmons University, regardless of when you attended.

Provide mailing address for diploma:

Name	
Street	
City, State, Zip	

Signature: _____ Date: _____

OFFICE USE ONLY: Amount Paid ____ Check ____ E-Payment ____ Date ____ Initials ____