



UNIVERSITY OF RICHMOND  
FOUNDED 1830

University of Richmond, Richmond, VA

## APPLICATION FOR REPLACEMENT DIPLOMA

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**This form cannot be submitted electronically.**

Please type in the required information, print, sign, and mail to the address below.

**The Office of the University Registrar will order replacement diplomas if the original has been damaged or lost or if there has been a change of name.** You must provide proof if your name has been changed by filling a Name Change Affidavit.

Enclose with this application a \$75.00 check payable to the University of Richmond, as well as copies of two (2) ID proofs from the following choices: passport, birth certificate; driver's license or social security card. In addition, verification of your signature by Notary Public is required.

Replacement diplomas display the signatures of the current University of Richmond President and Dean of your school but show the original date of the award.

Please type or print neatly.

*I hereby certify that my original diploma was lost or damaged or I have changed my name.*

**Reason for replacement diploma request:** \_\_\_\_\_

**Name on original diploma:** First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

**Name changed to:** First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

School(s) attended at the University of Richmond : \_\_\_\_\_

Degree(s) awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_

\_\_\_\_\_ Date awarded: \_\_\_\_\_

Address to which diploma is to be mailed: \_\_\_\_\_

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**Please print, and mail with a \$75.00 check payable to:**

**The University of Richmond  
Office of the University Registrar  
28 Westhampton Way  
Sarah Brunet Bldg. Rm 101  
University of Richmond, VA 23173**