



**REPLACEMENT DIPLOMA REQUEST FORM**

**Dear Alumni:**

**It is our understanding that you need to replace your original diploma. We are glad to help you attain a replacement diploma.**

**The items listed below are required before the order can be placed. If you have your original diploma, please return it to us (even if it has been soiled).**

**Please note: We are only able to change the name on a diploma in instances where the graduate has changed the legal gender marker, as well.**

**If this is the case, please indicate both your old and new name on the form, and also provide legal documentation indicating the name/gender change. You may be contacted to confirm accuracy. In these instances, the Tufts LGBT Center will cover the cost of your replacement diploma. Please feel free to contact the LGBT Center at 617-627-3770 if you have questions/concerns.**

**Your new diploma will be ordered as soon as this form and payment are received. It will take approximately 6-8 weeks to be returned to you.**

**Please return this form to:  
Student Services  
Diploma Replacement  
419 Boston Ave  
Medford, MA 02155**

- **FULL NAME PRINTED** \_\_\_\_\_
- **LAST FOUR DIGITS OF SSN** \_\_\_\_\_
- **DATE OF BIRTH** \_\_\_\_\_
- **DEGREES RECEIVED** \_\_\_\_\_
- **YEAR GRADUATED** \_\_\_\_\_
- **E-MAIL ADDRESS** \_\_\_\_\_
- **TELEPHONE NUMBER** \_\_\_\_\_
- **\$50.00 CHECK PAYBLE TO “TRUSTEES OF TUFTS COLLEGE”**
- **CREDIT CARD PAYMENT:** \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover
- **Account #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_
- **SIGNATURE** \_\_\_\_\_
- **ADDRESS TO WHICH THE DIPLOMA SHOULD BE MAILED**

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