

Replacement Diploma Request

Office of the Registrar

Notes:

- Your replacement diploma will be signed by the current President and Chair of the Board of Trustees.
- Your replacement diploma will include the spelling of your name that was in the system at the time you graduated from Calvin.
- Your replacement diploma will not be processed if any financial obligations to Calvin have not been met.
- Notary services for a Calvin diploma can usually be provided upon request.
*Calvin does not offer an apostille service.

Applicable Fees:

- Calvin charges \$25 for a standard replacement diploma mailed to a US address.
 - Orders may be expedited for an additional \$25 fee.
- Calvin charges \$50 for a standard replacement diploma mailed to an address outside of the US, which includes expedited shipping.

Instructions:

1. Complete this form.
2. Sign the completed form.
3. Email the form to: successcenter@calvin.edu
4. Submit your payment. *Instructions should be provided upon submission of this form.

Contact Information:

Last Name

First Name

Middle Name

Date of Birth

Calvin ID Number

Diploma Mailing Address

Apartment #

E-mail Address

Phone Number

Degree Earned (BA, BS, BSA, BSE, BSN, BSR, etc.)

Graduation Date/Year

Indicate the name you would like your replacement diploma issued under. Select one:

Calvin College

or

Calvin University

Signature:

By signing this form, I am allowing Calvin's Registrar's Office to release my record/s.

Signature

Date

Office Use Only:

- Date received _____ Payment received _____
- Notes _____