

**Duplicate Diploma  
Request Form**

- The charge for having a diploma reprinted is \$50.00
- The charge for having a diploma apostilled is \$35.00
- Please allow 6 to 8 weeks for processing
- Please complete all fields
- In May of 2015, for on campus students, and June 2015, for CGCS, the diploma size changed from 14x17 to 11x17.

**Current Name:** \_\_\_\_\_ **Phone #:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Name while attending:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SS#:** \_\_\_\_\_ or **Student ID#:** A00 \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Street  
\_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Approximate Dates of Attendance:** \_\_\_\_\_

**Institution:**      Norwich University      Vermont College      **Lifestyle:**      Corps      Civilian

**Graduation Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Major(s):** \_\_\_\_\_

**Honors if applicable:** \_\_\_\_\_

**Reason for Duplicate:** \_\_\_\_\_  
\* If the diploma you received has an error, the original must be returned before a corrected diploma will be sent out.

**Name as it should appear on the Diploma:**  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Printed Name**                                  **Signature (Required by Law for Processing)**                                  **Date**

**Payment:**     VISA     MasterCard     Discover     American Express     Check:

**Card Holder:** \_\_\_\_\_ **Signature of Card Holder:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **CSC:** \_\_\_\_\_

**Mail to:**  
Norwich University  
Registrar's Office  
158 Harmon Dr.  
Northfield, VT 05663

**Fax to:**  
(802) 485-2042

**Email to:**  
registrar@norwich.edu