# Duplicate Diploma Request Form

REGISTRAR'S OFFICE • Jackman Hall #328
158 Harmon Drive, Northfield, VT 05663
Phone: (802) 485-2035 • Fax: (802) 485-2042
registrar@norwich.edu • www.norwich.edu/registrar

- 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**

*Revised: 7/2015*
RGS – Duplicate Diploma Request