

Name (last, first, middle): _____

Hamline ID: _____ Date Of Birth: _____ Previous Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone Number: _____

Dates of Attendance: _____ to _____ Degree Earned: _____

Mailing Address, if different: _____

City: _____ State: _____ Zip Code: _____

Name as you would like it to appear on the document (**REQUIRED**): _____ Yes No Is this replacement needed because of a change in name?

If so, please enclose a copy of the name documentation (ex. Marriage certificate, divorce decree showing name change, etc.) as well as the name change form found at hamline.edu/registrar/forms. Without a copy of this documentation, we cannot issue a diploma or certificate with a different name.

Which document are you request? If you have more than one, please specify the degree or program in the notes section.

 Diploma quantity: _____ (A \$50.00 fee is charged for each replacement diploma.) Certificate quantity: _____ (A \$20.00 fee is charged for each replacement certificate.)

Notes:

- Replacement diplomas take 8-12 weeks from the date of order to be received.
- Replacement certificates take 3-4 weeks from the date of order to be received.
- Contact Registration and Records at 651-523-3000, 800-888-2182, or registrar@hamline.edu with questions.
- Return completed form to Student Administrative Services with payment:
 - by mail to Hamline University, Registration and Records, MS-A1750, 1536 Hewitt Ave, St. Paul MN 55104-1284
 - in person to Registration and Records, East Hall 113

Student Signature: _____ Date: _____

Office Use:

Holds? Yes No Date ordered _____ Completed by _____