



REPLACEMENT DIPLOMA REQUEST FORM

Thank you for inquiring about a replacement diploma. Please read the following instructions and fill out the form below as completely as possible.

Your new diploma:

1. Will bear the date of the original, but will be signed by the administrators now in office.
2. **Must** bear the name under which your degree was issued unless appropriate documentation is submitted for a name change. Because your records are sealed on the date your degree was conferred, you may not change or add names on official documents.
3. Will be issued in the form in current use and may not exactly match your original diploma.

If your original diploma has been damaged, we ask that you return it to the Registrar's Office where it will be destroyed.

There is a **\$35.00 replacement fee**. You may pay by **check or money order** payable to New England College. You may also pay by **credit card** (MC, Visa, or Discover) ~ information needed:

_____ ; _____
Name, EXACTLY as it appears on your card **Street Number & Name** **Zip Code**

_____ ; _____
Account Number **Expiration Date**

Please return this form with your payment which may be faxed, mailed or scanned:

- Fax:** **603-428-2487**
- Mailing Address:** **New England College, Registrar's Office, 98 Bridge St., Henniker, NH 03242**
- Scan:** **Email completed form with your signature to: registrarsoffice@nec.edu**

1. **NAME:** _____
Please print your name in upper-and lower-case.
Name **must** match the name under which you attended

3. **Graduation Date (Month/Year):** _____

4. **Degree:** _____

5. **Where should we send the diploma?** _____

6. **Contact Information:**

- Telephone _____
- Email _____

SIGNATURE: _____ DATE: _____