



Diploma Re-Print Request Form

Please print clearly and provide all of the information requested. Form is processed within 3-4 business days and can be sent to the Office of the Registrar by email, fax or mail. Any omission of information, notarized copy or special request may delay the processing of this request. **\$25.00 fee per diploma.** Payment can be made by phone or mail to the Office of the Registrar (address below).

Today's Date _____ Student ID# _____ Date of Birth _____ Last 4 Digits of SSN _____

Name _____
Last First Middle Initial

Name when attended (if different from above): _____
Last First Middle Initial

Telephone: _____

When did you graduate from Emmanuel? _____
All fields are required. If these are not filled, there may be a delay in processing your request.

_____ Diploma(s) Send to the following address or Pick Up in Person

Institution or Company(if applicable): _____

Person and/or Department _____

Street _____

City _____ State _____ Zip _____

_____ Diploma(s) Send to the following address or Pick Up in Person

Institution or Company (if applicable): _____

Person and/or Department _____

Street _____

City _____ State _____ Zip _____

I authorize Emmanuel College to release the information indicated to the above listed address(es).

Student Signature** (required) _____ Date _____

** We do not accept E-Signatures.

Registrar Use Only: Amount Paid: _____ Staff Initials: _____