



# DIPLOMA REPLACEMENT REQUEST

MARIETTA COLLEGE RECORDS OFFICE

PLEASE PRINT CLEARLY.

215 Fifth Street  
Marietta, OH 45750  
Phone: (740) 376-4723  
Fax: (740) 376-4729  
Email: records@marietta.edu

|                          |          |                 |             |                    |
|--------------------------|----------|-----------------|-------------|--------------------|
| Name of Student* (First) | (Middle) | (Former/Maiden) | (Last Name) | Suffix (Jr., etc.) |
|--------------------------|----------|-----------------|-------------|--------------------|

**Name to be printed on diploma\* (see note below):**  
\_\_\_\_\_

*\*Note: If the name you want on your diploma does not match the name on your official transcript, you must submit an ORIGINAL copy of one of the following appropriate legal documents: marriage license/certificate, court order, divorce decree, adoption paper, passport/permanent visa, or Social Security card.*

Address of Student (Street): \_\_\_\_\_ (Apt. #) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Student E-mail Address: \_\_\_\_\_

Student ID # or Last 4 digits of SS #\* \_\_\_\_\_ Date of Birth (Mo., Dy., Yr.)\* \_\_\_\_\_

Graduation Date (Mo./Yr) \_\_\_\_\_ Degree(s) Earned (BA, BS, etc.) \_\_\_\_\_

**PRINTED PAPER DIPLOMA:**  
 Printed diploma: Quantity \_\_\_\_\_ x \$30 = \$ \_\_\_\_\_  
 Expedited Paper Diploma Shipping:  \$50 within continental US  International (varies, call office for cost)

**ceDIPLOMA (CERTIFIED ELECTRONIC DIPLOMA SENT TO GRADUATE:**  
 ceDIPLOMA:  \$30 (Degree date August 1,2021 or more recent)  
 Legacy ceDiploma:  \$60 (Degree date prior to August 1, 2021)  
 ceDiploma expedited processing: add'l \$30 \_\_\_\_\_

**PAYMENT INFORMATION:**  
 Check or money order (payable to Marietta College) Check # \_\_\_\_\_ Total: \_\_\_\_\_  
 Credit or debit card (VISA, MasterCard, or Discover), please provide the following information:  
 Card Number # \_\_\_\_\_ CVV # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Cardholder Address: \_\_\_\_\_  
 Cardholder Phone #: \_\_\_\_\_

\*\*\*PLEASE NOTE: IF PAYING BY CREDIT OR DEBIT CARD, A SERVICE FEE OF 2.95% (MINIMUM \$3.00) WILL BE ADDED FOR DOMESTIC (US ISSUED CARDS) OR A SERVICE FEE OF 4.25% (MINIMUM \$3.00) WILL BE ADDED FOR INTERNATIONALLY ISSUED CARDS.

Pick up Diploma from Records Office (ONLY AVAILABLE ON PRINTED DIPLOMAS)

SEND Diploma to:  
 CeDiploma email address: \_\_\_\_\_ AND/OR  
 Name: \_\_\_\_\_  
 Street: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Country (not required if mailed inside U.S.): \_\_\_\_\_

Comments (if applicable): \_\_\_\_\_

Student Signature\* \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:** Verified by: \_\_\_\_\_ Date: \_\_\_\_\_