



Mount Ida College
Request for Replacement Diploma

Office of the Registrar, 777 Dedham Street, Newton, MA 02459
phone: 617-928-4503 ~ fax: 617-928-4728 ~ registrar@mountida.edu

If your diploma has been misplaced or damaged, you may request a replacement diploma. The fee for a replacement diploma is \$25, and diplomas will take six to eight weeks to arrive. If you are attempting to provide verification that you have earned your degree, (i.e.: for a potential employer), you may wish to request a copy of your official transcript using the form on our website: www.mountida.edu/registrar.

Student:

Name: _____ **ID #:** _____
Current Address: _____ **Phone #:** _____
City, State, Zip: _____ **Email:** _____

Degree Mailing Address: _____

Same address as above

Payment:

Cash Check /Money Order (payable to Mount Ida College)
 Credit Card (Visa or MasterCard only)
Card # _____ Exp. Date: _____

Degree:

January _____ Associate degree Major: _____
 September _____ Bachelor degree School: _____
 May _____

Please write your full name *exactly* as it should appear on your diploma.

Please print and sign this form:

Student's Signature: _____ **Date:** _____