



**Office of the Registrar**  
75 Garland Hall • 3400 N. Charles Street  
Baltimore, MD 21218-2688  
410-516-8079

## **REQUEST FOR DUPLICATE OR REPLACEMENT DIPLOMA**

**Zanvyl Krieger School of Arts & Sciences / G.W.C. Whiting School of Engineering**

To order a duplicate/replacement diploma please complete the information below and return it to the Office of the Registrar with a copy of a valid form of identification (driver's license, birth certificate, social security card, etc.) and a check or money order in the amount of \$55.00 made payable to:

**Johns Hopkins University**

Duplicate /replacement diplomas resemble the original except that the signature of the President, Dean and Chairman of the Board of Trustees are those of the current officers. Orders for duplicate/replacement diplomas are processed during the first week of each month, with the exception of May (diplomas are not ordered during this month as we prepare for the graduation ceremonies). Please allow 6-8 weeks from the date you send your request for delivery.

**Please print your name as it is to appear on the diploma**, using both upper and lower case letters:

|                      | First               | Middle | Last |
|----------------------|---------------------|--------|------|
| Degree received:     | _____               |        |      |
| JHU Division/School: | _____               |        |      |
| Commencement Date:   | _____               |        |      |
| Date of Birth:       | _____               |        |      |
| E-mail Address:      | _____               |        |      |
| Daytime Phone:       | ____ - ____ - _____ |        |      |

Please indicate how you would like to receive your diploma:

☐ Pick Up (Note: If someone other than yourself will be picking up your diploma we must have your written approval)

☐ Mail to Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR OFFICE USE ONLY**

Comm Date \_\_\_\_\_ Degree \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_