



*Office of the Registrar  
Mount Aloysius College  
7373 Admiral Peary Hwy  
Cresson, PA 16630  
(814) 886-6400*

[Registrar@mtaloy.edu](mailto:Registrar@mtaloy.edu)

## Diploma Replacement Request Form

- All requests for a replacement diploma need to be submitted in writing via this form.
- The cost of a replacement diploma is \$30. This must be paid before the replacement is ordered.

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
Street Address/ PO Box City State Zip Country

Maiden Name (If Applicable): \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: xxx - xx - \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Name on Diploma: \_\_\_\_\_  
First Middle Last Suffix

Major: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Month Year

**Degree Type:**

- |                   |                          |
|-------------------|--------------------------|
| Associate of Arts | Associate of Science     |
| Bachelor of Arts  | Bachelor of Science      |
| Master of Arts    | Master of Science        |
|                   | Master of Business Admin |

**Mailing Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Country

\_\_\_\_\_  
Student Signature (Required) Date

Payment Must be Cash or Check. Processing time is typically 2-3 weeks from the date we received the order.

**Registrar's Office:**

*Date Received* \_\_\_\_\_ *Date Mailed* \_\_\_\_\_ *Amount Received* \_\_\_\_\_ *Initials* \_\_\_\_\_

Last Updated 10/14/2020