



NORTHWESTERN
UNIVERSITY

Office of the Registrar
633 Clark Street
Evanston, Illinois 60208
(847) 467-0760 Phone
(847) 491-8458 Fax

Office use:	
Date received _____	Staff initials _____
Payment method _____	Date paid _____

Request for Replacement Diploma

Date Requested: _____

Quantity Requested: _____

Name under which registered while attending Northwestern University:

Student ID Number (If available. **Do not include SSN**): _____

Name to be printed on diploma(s), if different from above: _____

School(s) attended: _____

Degree(s) awarded: _____ Date(s) awarded (month & year): _____

Email Address: _____ Phone number: _____

Student Signature

(Request will not be processed without signature) _____

There is a charge of \$50.00 for the replacement diploma.

_____ **One-week rush:** Your request will be processed within one week, not including mailing time. There is an additional \$50.00 rush fee and \$15.00 domestic FedEx or \$35.00 international FedEx charge for a **total of \$115.00 domestic or \$135.00 international.**

_____ **Two-week rush:** Your request will be processed within two weeks, not including mailing time. There is an additional \$25.00 rush fee and \$15.00 domestic FedEx or \$35.00 international FedEx charge for a **total of \$90.00 domestic or \$110.00 international.**

_____ **Diploma Cover:** Your replacement diploma will be mailed in a Northwestern University cover. The cover is Northwestern purple with the University's seal in gold. There is an additional **\$5.00 charge** for a cover.

PLEASE NOTE: These additional services are available for specialized purposes. Use of these services may delay processing.

Please notarize _____ *Apostille services _____

*For apostille services see instructions on our website: www.registrar.northwestern.edu/academic_records/diploma_request-replacement

If paying by credit card please call (847) 491-5234 during business hours to provide the credit card information after mailing or faxing the transcript order. **Do not give credit card information in voice mail.**

Do not include credit card information on this form. Northwestern University cannot accept credit card information on this form.

If paying by check please make check payable to: Northwestern University.

Mail to:

_____ (Recipient)

_____ (Street Address)

_____ (City, State, Zip Code, Country)