|  |  |  |
| --- | --- | --- |
| **A picture containing text  Description automatically generated** | 633 Clark Street  Office use:  Date received\_\_\_\_\_\_\_\_\_\_ Staff initials\_\_\_\_\_\_\_\_\_  Payment method\_\_\_\_\_\_\_\_\_ Date paid\_\_\_\_\_\_\_\_\_\_\_  Evanston, Illinois 60208  (847) 467-0760 Phone  (847) 491-8458 Fax |  |

Request for Replacement Diploma

Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name while attending Northwestern University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_ $50.00 hard copy replacement diploma** Quantity Requested: \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ One**-**week rush: Your request will be processed within one week, not including mailing time. There is an additional $50.00 rush fee. and $75.00 domestic UPS or $125.00 international UPS charge for a total of $175.00 domestic or $225.00 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 $75.00 domestic UPS or $125.00 international UPS charge for a total of $150.00 domestic or $200.00 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 $20.00 charge for a cover.

**\_\_\_\_\_ $50.00 CeDiploma** (Certified electronic diploma)Graduates prior to June 2021.

\_\_\_\_\_ One**-**week rush: Your request will be processed within one week. There is an additional $50.00 rush fee, for a total $100.00.

\_\_\_\_\_ Two-week rush: Your request will be processed within two weeks. There is an additional $25.00 rush, for a total $75.00.

Do not include credit card information on this form. Once your request is received a secured payment link will be emailed.If paying by check please make check payable to: **Northwestern University**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Recipient mailing address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Street address) (City, State, Zip Code, Country)

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

Please notarize \_\_\_\_\_\_ \*Apostille services \_\_\_\_\_\_ **Not available for CeDiplomas**

\*For apostille services see instructions on our website: <http://www.registrar.northwestern.edu/registration-graduation/graduation-preparation/request-a-diploma.html>