

## Swarthmore College Diploma Request Form

Replacement diplomas are normally made once monthly. Please be patient.

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

Please *print* your name while attending school: \_\_\_\_\_

Current name if different: \_\_\_\_\_

ID#: \_\_\_\_\_

If you are in need of your Swarthmore ID # please retrieve it by emailing records@swarthmore.edu

GRADUATION YEAR: \_\_\_\_\_

Where you can be reached if we encounter a problem filling your request:

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Diplomas require a valid reason for duplication/replacement. Please indicate the reason for the request, [Lost, Damaged, Visa, Education, Employment]

Other: \_\_\_\_\_

PDF Version, Email: \_\_\_\_\_

Hard Copy (please provide address in the space below)

SPECIAL REQUESTS: \_\_\_\_\_

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**PLEASE PRINT COMPLETE RECIPIENT NAME AND ADDRESS HERE:**

**Your signature is required:** \_\_\_\_\_

*Mail, Fax, or scan and email this completed **signed** form; to the address, fax # or email below.*

**Swarthmore College  
Office of the Registrar  
500 College Avenue  
Swarthmore, PA 19081  
Fax: 610-957-6100  
Email: registrar@swarthmore.edu**