

**Swarthmore College – Office of the Registrar**

**Diploma Replacement Form**

Replacement diplomas are processed on a monthly basis and this form **must** be notarized.

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

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

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

**ID#:** \_\_\_\_\_ (If you need your Swarthmore ID # please retrieve it by emailing **records@swarthmore.edu**)

Graduation Year: \_\_\_\_\_

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

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

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

Please **circle** the reason for the replacement request: Lost, Damaged, Visa, Education, Employment

☐ PDF Version, Email: \_\_\_\_\_

☐ Hard Copy (**PLEASE PRINT COMPLETE RECIPIENT NAME AND ADDRESS IN THE SPACE BELOW**):

**Your signature:** \_\_\_\_\_

*Email or Mail this completed **signed & notarized** form; to the address or email below.*

Swarthmore College  
Office of the Registrar  
500 College Avenue  
Swarthmore, PA 19081  
Email: registrar@swarthmore.edu

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**To be completed by Notary Public:**

**Subscribed and sworn before me on this:** \_\_\_\_\_ **Day of:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_

**My Commission expires on:** \_\_\_\_\_

**Official Notary Stamp**