

**Fitchburg State College
Office of the Registrar**

Replacement Diploma Request Form

Please print clearly or type all information requested below.

Social Security #: _____ Daytime phone #: _____

Degree earned (e.g., B.S., M.B.A.): _____ Graduation date: _____

Name of record at Fitchburg State College: _____

Name on your original diploma: _____

Name on the replacement diploma: _____

(If the replacement diploma name is different from the original diploma name, legal documentation may be required.)

Address where diploma should be mailed: _____

Please mail this completed form and a check or money order in the amount of \$30.00 made payable to "FSC Print Media Trust Fund" to:

**Office of the Registrar
Fitchburg State College
160 Pearl Street
Fitchburg, Massachusetts 01420-2697**

NOTE: Fitchburg State College has contracted with a private company to provide this replacement diploma service. Normal delivery time is 4 – 6 weeks from the time we place your order. Every effort will be made to deliver your replacement diploma in a timely manner; however, the college cannot provide a binding delivery date.

Student Signature: _____ Date: _____