

REQUEST FOR DIPLOMA REPLACEMENT

Name (while attending) _____

Legal name to be printed on diploma _____

UofH ID (or last 4 digits of ssn) _____ Date of birth: _____

Degree awarded: _____ Date Rec'd: _____ Honors: _____

School: (check one) A&S Art Business CETA Engineering ENHP
 Hartt HCW Hillyer University Studies Ward
(Ward and Engineering are now part of CETA – College of Engineering, Technology and Architecture)

Reason replacement diploma needed: (lost, damaged, name change, additional diploma)

If the reason is for a name change, please enclose a copy of a marriage license or some official court paper showing the change.

Daytime telephone number: (_____) _____

Email address: _____

Hold for pick up? Yes _____ No _____

If you request a third party to pick up the diploma, we will require written, signed authorization from you in order for us to release the diploma.

Address to mail diploma to: _____

Signature: _____ Date: _____

The fee for a replacement diploma is \$25.00. Please enclose a check or money order made out to the University of Hartford. Replacement orders can take 6-8 weeks to arrive.

Mail request form with payment to: Registrar's Office
University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117