

Kenyon College

Replacement Diploma Request Form

Official replacement diplomas are \$50.00 each. We accept checks or money orders made payable to "Kenyon College." **If diplomas are ordered during peak times, such as commencement or school breaks, please allow additional time for processing.**

Financial obligations must be met before diplomas will be released.

Legal Name (as it was while attending Kenyon College):

First Middle Last

Date of Birth: _____ Years of attendance: _____

Year of Graduation: _____ Major: _____

Phone Number: _____ E-mail Address: _____

Address where the diploma is to be mailed:

Recipient's Name Street

City State Zip Code

Reason for replacement diploma:

Does the diploma need to be notarized for apostille purposes? Yes No

NOTE: Notarized diplomas are folded and stamped with the notary seal. Notarized diplomas are not intended for display.

Notarized diplomas are sent via USPS Priority Mail. Shipping costs vary depending on delivery location. You will receive confirmation of shipping costs when this form is received.

Do you need a transcript? Yes No

(Add an additional \$7.00 for the cost of the transcript)

If so, does the transcript need to be notarized? Yes No

Written signature: _____ Date: _____

Email completed form to
Avery Pae at
pae3@kenyon.edu

Mail check or money order to:
Kenyon College
Office of the Registrar
103 College Drive
Chalmers Library, 2nd Floor
Gambier, OH 43022