



## Replacement Diploma Request Form

Office of the Registrar

WJC provides a replacement diploma that bears the signatures of current school officials.

Print Graduate's full name exactly as it appeared on the original diploma. *(If you are requesting a diploma in a name other than the one in which your diploma was issued, you must provide two types of official documentation, one of which one is a photo identification.*

The Replacement Diploma Request Form must be signed by the graduate. All requests must be accompanied by a check for \$100 made out to WJC. Replacement diplomas take eight to twelve weeks to produce.

*Diplomas issued with errors will be replaced free of charge provided that the Registrar's office is notified within one year of the conferral date.*

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

Name on original diploma: \_\_\_\_\_

Name as you wish it to appear on replacement diploma: \_\_\_\_\_

Degree, year issued on original diploma: \_\_\_\_\_

Last 4 numbers of social security #: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Mailing address for diploma: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

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

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I hereby certify that the above statements are true. I understand that William James College reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in case of fraud.

\_\_\_\_\_  
*Signature*

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

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Submit to: Registrar's Office, Attn: Sonji Paige e-mail: [sonji\\_paige@williamjames.edu](mailto:sonji_paige@williamjames.edu) 617-564-9393