

Request for Replacement Diploma

MIT will provide a replacement diploma in situations where the original is lost or damaged. The name on the replacement must be identical to the name on the original. Replacement diplomas are issued in the current format and bear the signatures of the current Institute officers. Preparation normally takes four weeks and the cost is \$50.00 per diploma.

Name on original diploma: _____
first middle last/family

Date of graduation: _____ / _____ / _____
month day year

Degree name: _____

Undergraduate advisor or graduate thesis supervisor: _____

Name and address of school or college attended prior to MIT: _____

_____ city _____ state or province _____ postal code

Reason for replacement: _____

Mailing address: _____

_____ city _____ state or province _____ postal code

_____ country

Phone: (_____) _____ Email: _____

Signature (must be notarized): _____ Date: _____

Pay by check or money order, made out to MIT, or by credit card through our [diploma payment form](#). Send your notarized form and payment, or receipt of credit card payment, to:

Massachusetts Institute of Technology
Registrar's Office: Replacement Diplomas
77 Massachusetts Avenue, Room 5-117
Cambridge, MA 02139
Fax: (617) 253-7459