

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, except in the case of a gender change. 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: _____

Reason for replacement: _____

New name (in case of gender change): _____
first middle last/family

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