



MENLO COLLEGE

Office of the Registrar

1000 El Camino Real

Atherton, CA 94027

650-543-3737 (phone)

650-543-4103 (fax)

Diploma Replacement Order Form

Use this form to request a replacement copy of your diploma. In accordance with federal law, only the student may request a replacement copy of their diploma. The cost of a replacement diploma is \$50.00.

Please note: Diplomas are only ordered three times a year- mid-July, mid-September, and mid-February. If you are in urgent need of graduation verification you may request a verification letter from the Office of the Registrar (please use the Request for Information Form) or order an official transcript (please use the Transcript Request Form.)

Submit this form to the Office of the Registrar.

(PLEASE PRINT NEATLY IN INK)

Name while attending Menlo College: _____
Last First Middle

Name to be printed on diploma: _____

Student ID #: _____ Social Security #: _____ Date of Birth: _____
(for identification purposes) (for identification purposes)

Period of Attendance: _____ Date of Graduation: _____

Current Mailing Address: _____
Number and Street Box/Apartment

_____ City State ZIP

Current Phone #: _____ Email: _____

Student Signature: _____ **Date:** _____