



APPLICATION FOR DUPLICATE DIPLOMA

*Note that your signature below must be notarized. Please contact Office of the Secretary, Diplomas (diplomas@yale.edu) with any questions regarding this application. Mail completed application, with a money order in the amount of \$150 (payable to Yale University), to: Office of the Secretary, Diplomas, P.O. Box 208230, New Haven, Connecticut 06520-8230; or, for overnight delivery, to Office of the Secretary, Diplomas, 1 Prospect Street, Suite 102, New Haven, Connecticut 06511. The processing fee may be paid by money order in U.S. Dollars drawn on a U.S. bank. Foreign money orders, including Canada, that are in U.S. Dollars but drawn on a bank outside the U.S. will be returned. It is the policy of the Office of the Secretary to mail all diploma related documents. **Scanning and emailing of documents is not allowed.***

Name	Student ID#
Address	
City/State/Zip code	
Telephone	E-mail
Degree and date conferred	School
Name on original diploma	Male Female
Reason for requesting a replacement	
Is the original diploma enclosed?	If no, explain why not
Date of loss of the original	

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

Signature	Date
-----------	------

I hereby certify that this applicant has shown proof of identity sufficient to establish that he or she is the person named above.

Notary Public	Date
---------------	------

My commission expires on:

The original, signed and notarized application is required to process all diploma related requests. Notary services are available at most banking and financial institutions. You can also contact your local town hall, city hall or county courthouse to locate a notary. Notary Services are also available at any U.S. Embassy or Consulate abroad. The application may be notarized by a foreign notary and authenticated for use in the United States.

THIS APPLICATION CANNOT BE SUBMITTED BY EMAIL OR FAX