



Diploma Replacement Request

Student Name

Student ID or SS Number

Name used when attending University of Saint Joseph

Year of Graduation

Major

Current Mailing Address

↳ **The above address is where your diploma will be direct shipped from the diploma company**

email address

(____)_____
Home Phone

(____)_____
Alternate Phone

Print your name exactly as you would like it to appear on your diploma

Major

Year of Graduation

Please note:

- There is a \$35.00 diploma replacement fee
 - Payment should be made online via www.usj.edu/payonline using a credit / debit card or electronic check
 - ❖ **Please include online payment receipt number here** _____
- Replacement diplomas will reflect original conferral date and signatures of current university administrators
- There will be a notation at the bottom of the diploma noting it is a replacement and the original issuance date
- Requests should be emailed as an attachment to registrar@usj.edu **OR** mailed to:
University of Saint Joseph
Registrar's Office, McDonough Hall
1678 Asylum Ave
West Hartford, CT 06117

Signature

Date