



OFFICE OF THE REGISTRAR

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DIPLOMA REQUEST FORM

A Babson graduate may request a replacement diploma in the event that the original was either lost or destroyed. The name printed on the replacement diploma will be the diploma name requested by the student at the time of graduation, if available, or the name on the student’s record. Most often an exact copy of the original diploma cannot be located; as a result, the replacement diploma may have an updated format and bear the signatures of the current College President and Chair of the Board of Trustees.

Only one replacement diploma may be issued per student for each degree earned. **The fee for a replacement diploma is fifty dollars (\$50.00) per degree.** Payment may be made by check only. **Make checks payable to Babson College.**

Complete the information below. Mail the completed Diploma Request Form along with a \$50.00 check made payable to Babson College. Use the mailing address listed above. Some requests may take 30-60 days to process upon receipt. Incomplete requests will not be processed. The diploma will be mailed to the address listed below.

NAME, AS ATTENDED

DATE OF BIRTH

TELEPHONE NUMBER

EMAIL ADDRESS

DATES OF ATTENDANCE

GRADUATION DATE

PROGRAM (Undergraduate / Graduate)

DEGREE RECEIVED

Mail Diploma To:

NAME

STREET ADDRESS

CITY STATE ZIP CODE COUNTRY

SIGNATURE DATE

OFFICE OF THE REGISTRAR USE ONLY

Processed By: _____

Date Processed: _____