

Diploma Reprint Order form

Please complete the Diploma Reprint Order form below and return it with your fee. The fee for diploma reprints is \$50.00. Please send a check, made payable to Salem State University to the address below and allow 4-6 weeks for ordering and shipping your diploma to you.

Your name *at time of graduation*

_____/_____/_____
Student ID# Date of Birth

Your name *as you would like it to appear on your diploma*

Degree earned

Graduation date
(mm/yyyy)

Mail-to Address:

Provide your contact information below in case we have follow-up questions

Email

____-____-_____
Phone number

Signature

Date

Mail orders pay by check and include with this form via-mail:

**Salem State University
Student Navigation Center
Attn: Academic Services
352 Lafayette St.
Salem, MA 01970**