



REPLACEMENT DIPLOMA REQUEST FORM

Please read the following carefully:

- 1. Orders will not be processed if there are financial holds on your student account.
2. Diplomas are printed using the student name as recorded in the college database system.
3. Diploma requests will be processed and sent via U.S. Postal Service Mail.
4. Diploma requests for degrees awarded prior to 1990 may longer to process due to special order processing.
5. Please make check or money order payable to Notre Dame College.
6. Submit your request and payment by mail to: Registrar's Office 4545 College Road South Euclid, Ohio 44121

Duplicate Diploma Request Form Student Information

Form with fields: Full Name, NDC ID, Name at time of graduation, SSN, Phone Number, Email Address.

Degree Information

Fields: Degree Received, Number of copies, Graduation Date, Diploma Name.

Delivery Information - Mailing address for diploma

Fields: Address, City, State, Zip.

Student Signature

Fields: Student Signature (required), Date.

Registrar's Office use: Date Received, Staff Member (initial), Payment Included, Degree, Completion Term, Date Processed.