



## Replacement Diploma Request Form

Please submit this form to the Registrar's Office to request a replacement diploma. Your diploma will only be replaced if it was either lost or damaged. All requests made in person or by mail must be in writing and signed by the student. Hampden-Sydney College does not accept phone, email or third party requests for replacement diplomas. There is a \$50 charge for a replacement and it may take up to 4 weeks to receive it.

Return the form to: Registrar's Office  
Hampden-Sydney College  
P.O. Box 668  
Hampden-Sydney, VA 23943

Full Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Reason for Replacement: \_\_\_\_\_

**The original diploma must be returned to the Registrar's Office if damaged.**

Mailing Address to send diploma:	_____
	_____
	_____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_