



ALFRED STATE COLLEGE

Student Records & Financial Services • 10 Upper College Drive • Alfred, NY 14802
Email: sfs@alfredstate.edu • Fax: 607-587-4298 • Phone: 607-587-4253

Replacement Diploma Order Form

Students who have lost or damaged their Alfred State College diploma may request a replacement diploma for \$25.00. Please complete this form and return with payment to the Student Records and Financial Services Office (address below). Please allow 6-8 weeks for receipt of your replacement diploma.

Print your name exactly as you wish it to appear on your diploma:

First Middle Last

Banner ID #: _____ Date of Birth: _____

Maiden/Former Name (if applicable): _____

Daytime Phone #: _____

Degree Type (circle diploma requested): AA AAS AS AOS BArch BBA BS BTech

Major: _____ Date of Degree (approx.) _____

Mailing Address – Please send diploma to:

Student Signature (Required): _____ Date: _____

Replacement diplomas are \$25.00 each. Payment may be made by cash, check, credit card, or money order. Please indicate below.

Payment by cash/check/money order \$ _____ enclosed (payable to Alfred State College).

Payment by credit card. Must include a completed [Credit Card Authorization Form](#). This form is available by visiting www.alfredstate.edu > Financial Aid > Forms.

Mail or fax completed form with payment to: Alfred State College • Student Records & Financial Services • 10 Upper College Dr • Alfred, N.Y. 14802 • Fax: (607) 587-3287

REGISTRAR OFFICE USE ONLY

Receipt #: _____ Date of Graduation: _____

Date Diploma Ordered: _____ Date Diploma Received: _____

Date Diploma Sent: _____