



## Instructions for Replacement Diploma Order

In cases of lost or damaged diplomas, alumni can request a replacement diploma. Duplicate diplomas cannot be issued under any other circumstances.

**Please note that replacement diplomas will be issued under the original diploma name.**

If the original diploma was never received in the mail and this is reported to the Office of the Registrar within six months of one's graduation date, a replacement diploma can be ordered free of charge; however, if reported after six months the replacement diploma order must be accompanied with a money order (refer to the cost/delivery time table below).

### Steps for ordering a replacement diploma:

1. Complete the Replacement Diploma Order Form
2. Obtain a money order or check in the proper amount, payable to 'Belmont Abbey College'. We cannot accept cash or credit card payment.
3. Mail the completed form along with your money order or check to:

Belmont Abbey College  
Office of the Registrar  
100 Belmont-Mt. Holly Road  
Belmont, NC 28012  
ATTN: Diploma Reorder

### Standard Service:

From the time we receive your replacement diploma order form and money order or check, please allow 3 to 4 weeks for a domestic delivery and up to 6 weeks for an international delivery. Replacement diplomas will ship 1<sup>st</sup> class mail via the United States Postal Service.

### Cost/Delivery Times:

Domestic, standard, service costs \$50. Please expect 3 to 4 weeks for delivery.

International, standard services costs \$50. Please expect 4 to 6 weeks for delivery.

### Please note:

A replacement order will not be ordered until we have received your Replacement diploma order form along with your money order or check payment.

The Registrar's Office is not responsible for diplomas not delivered by the U.S.P.S. or by U.P.S. and no refunds will be issued by Belmont Abbey College for undelivered or non-deliverable mail.



## Replacement Diploma Order Form

In cases of lost or damaged diplomas, alumni can request a replacement diploma. Duplicate diplomas cannot be issued under any other circumstances. **Please note that replacement diplomas will be issued under the original diploma name.**

To request a replacement diploma:

1. Complete this form
2. Mail the completed form along with your money order or check (payable to Belmont Abbey College) to:

Belmont Abbey College  
Office of the Registrar  
100 Belmont-Mt. Holly Road  
Belmont, NC 28012  
ATTN: Diploma Reorder

### Please fill out all requested information

I am requesting a duplicate diploma because:    Original Diploma is lost    Original Diploma is damaged

Last name as it was while you were enrolled at Belmont Abbey College: \_\_\_\_\_

First Name: \_\_\_\_\_

Last 4 digits of SSN: \_\_\_\_\_                      Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_                      Telephone number: \_\_\_\_\_

Graduation Date or Term: \_\_\_\_\_                      Degree Awarded: \_\_\_\_\_

Please list all majors: \_\_\_\_\_

### Address where diploma is to be mailed

Send to: \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### Please select one service option

Domestic, standard service costs \$50. Please expect 3 to 4 weeks for delivery

International, standard services costs \$50. Please expect 4 to 6 weeks for delivery