## **Diploma Replacement Form**

This form is intended for graduates who need a replacement diploma only.

Recent graduates who have not yet received their complimentary diploma should not fill out this form but, rather, contact *RegistrarTeam@trocaire.edu* to determine the status of their order.

There is a \$20 diploma replacement fee to cover the shipping and processing of the replacement diploma.

Mail the completed form and a money order or personal check made payable to:

Trocaire College Attention: Registrar 360 Choate Avenue Buffalo, NY 14220

You will be contacted as soon as the diploma is ready for shipment.

| First Name                | Middle Initial                        | Last Name             |
|---------------------------|---------------------------------------|-----------------------|
|                           |                                       |                       |
| Street Address            | City and State                        | Zip Code              |
|                           |                                       |                       |
| Email Address             | Phone Number                          | Last 4 digits of SS # |
|                           |                                       |                       |
| Major                     | Year Graduated                        | Special Instructions  |
|                           |                                       |                       |
| Print your name exactly a | as you would like it to appear on you | ur diploma            |

Please allow 4 to 6 weeks for processing.