



Registrar's Office

REPLACEMENT DIPLOMA REQUEST

This form is to be used to request a replacement of your original diploma. Complete the information on this form and return it with your payment to the Registrar's Office. Please be aware of the following guidelines:

- The name printed on the replacement diploma will be the same as the name printed on the original diploma unless there is a legal name change.
 - For legal name changes, please first complete a "Change of Personal Information" form and submit all requested documentation along with this request.
- The replacement diploma will bear the signatures of current college officials; the term "official replacement" will be printed at the bottom.
- The cost of the replacement diploma is **\$30**. Check or money order should be made payable to "Zane State College". Please allow approximately four to six weeks for delivery of the replacement diploma.

For additional questions, contact the Registrar's Office at 740-588-1280

Name (as it was printed on the original diploma): _____

Date of Birth: _____ Student ID or SSN: _____

Phone: _____ Email: _____

Current Mailing Address: _____

City: _____ State: _____ ZIP: _____

Program of Study: _____

Degree Received: _____ Graduation Date: _____
(i.e.: AA, AS, AAS, AAB, ATS) Month, Day, Year

Signature: _____ Date: _____

PAYMENT INFORMATION

<input type="checkbox"/> Check Enclosed For \$30 <input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card Payment Circle one: Visa MasterCard Discover	Expiration date:
	Account #	Amount Authorized: \$30.00
Signature for credit card authorization:		
BUSINESS OFFICE USE ONLY:	DATE PROCESSED:	PROCESSED BY:

Send the completed form along with remittance made payable to "Zane State College" by mail, fax, or email to:

Zane State College
Registrar's Office
1555 Newark Road
Zanesville, OH 43701
(fax: 740-588-1363 email: regoffice@zanestate.edu)