

Ordering a Replacement Diploma or Diploma Translation

The Registrar's Office orders replacement diplomas 2 or 3 times per year, depending on demand. Your diploma will be printed with the same name as your original. Translations will be processed as they are received.

Please email [registrar@davidson.edu](mailto:registrar@ davidson.edu) if you have any questions.

To order a replacement diploma or translation you must print, complete, and sign this form and either:

1. Bring it in to our office on the first floor of the Chambers Building.
2. Email an image to registrar@davidson.edu
3. Fax it to 704-894-2373
4. Mail it to:
Registrar, Davidson College, Box 7154, Davidson NC 28035-7154

The charge for a replacement diploma is \$100. Payment can be made by check or money order, made payable to Davidson College. We recommend that you opt to send payment after we notify you that your diploma is ready. *There is no charge for a translation.*

Replacement diplomas sent to domestic addresses are shipped flat via US Postal Service first class mail and require a signature upon delivery. You may opt to have your diploma mailed without the signature requirement.

Replacement diplomas sent to addresses outside the US are shipped in white, 18" tubes. Federal Express delivery is available for international addresses for an extra \$30 charge. We strongly encourage graduates requesting delivery to an overseas address to consider this option, which has the advantage of both expedited delivery and tracking information.

___ Replacement or ___ Translated Diploma Order Form

Name as it appears on diploma:			
Full date of birth (mm/dd/yy):			
Degree received (AB or BS):			
Degree award date (mm/yy):			
Mailing address for diploma (check one):	Name/Company		
<input type="checkbox"/> Residence <input type="checkbox"/> Business	Street		
	City/Province	State	Postal/Zip Code
Graduate contract information:	Email address		Daytime Phone (domestic only)
Graduate signature (required):	Signature		

Payment Options for a Replacement:

Check or Money Order	Send \$100 check or money order payable to Davidson College to Registrar, Davidson College, Box 7154, Davidson NC 28035-7154
Payment Enclosed ___	Send payment when diploma is ready ____ We will notify you by email or phone.