



Diploma Replacement Request

Rhode Island College Records Office

Replacement diplomas reflect the current diploma format and display the signature of the current President and Chair of the Board of Education. **If your legal name has changed since your graduation** and you wish to have your replacement diploma reflect the change, please provide a clear copy of documentation with your new name to accompany this form.

There is a \$25.00 replacement fee per degree. Please enclose a check or money order made payable to: Rhode Island College.

Completed form, payment and documentation should be mailed to:
Rhode Island College
Attn: Records Office, Building #4
600 Mount Pleasant Avenue
Providence, RI 02908

Name While Enrolled:

Name For Diploma:

Please clearly print your name as you wish it to appear on the diploma

Student ID#:
(or Date of Birth)

Dates of Attendance: Date of Graduation:

Mailing Address:

Check if Current Address

Cell Phone:

Primary Email:

Signature

Date

**Note: Your RIC records will be updated with the information provided.*

For Office Use Only

Date Processed