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Office of the Registrar

### Replacement Diploma Order Form

Massasoit graduates are eligible to receive replacement diplomas in cases of loss, damage, or name change. In order for your diploma to be processed, Massasoit will need to verify your student information provided below. The Registrar’s Office does not maintain copies of your diploma. If you need immediate proof of your degree, the Registrar’s Office can provide a certification letter.

- In accordance with FERPA, only the individual who earned the diploma can request a replacement.
- The replacement diploma will be issued with the signatures of current school officials.
- Completed forms can be mailed, faxed, or scanned and emailed to the Office of the Registrar at registrar@massasoit.mass.edu.
- Please allow 6–8 weeks for arrival of your diploma.

In cases of a name change:

- If your name has changed since graduation and you would like to reflect your new name, you will need to submit a name change request with supporting documentation.
- If a name change is not necessary, Massasoit will use the name on record for your diploma.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Current phone: (\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_  Cell  Home

Email address: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Degree or certificate program: \_\_\_\_\_ Graduation date: \_\_\_\_\_

(PLEASE PRINT CLEARLY) Name as you want it to appear on your diploma:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BROCKTON: One Massasoit Blvd., Brockton, MA 02302 ~ PHONE: 508.588.9100, ext. 1949 ~ FAX: 508.427.1246

CANTON: 900 Randolph St., Canton, MA 02021 ~ PHONE: 508.588.9100, ext. 2677 ~ FAX: 508.427.1236

MIDDLEBOROUGH: 49 Union St., Middleborough, MA 02346 ~ PHONE: 508.588.9100, ext. 4002

[registrar@massasoit.mass.edu](mailto:registrar@massasoit.mass.edu)