

# BENNINGTON COLLEGE

## Request for Replacement Diploma Form

In the case of loss, theft or destruction of an original Bennington College diploma, a replacement diploma can be obtained by completing this form. Please send this completed form to Registrar's Office, Barn 123, One College Drive, Bennington, VT 05201 or [registrar@bennington.edu](mailto:registrar@bennington.edu). After we have confirmed that you have completed your degree and do not have any holds on your record, we will send you the reordering link to place your order and pay the replacement fee online.

The fee for a diploma with standard domestic shipping is \$50. A diploma with expedited domestic shipping is \$70. The fee for a diploma with regular international shipping is \$70. A diploma with expedited international shipping is \$110. **All fees must be paid online through the reordering website.**

Please note:

- The original diploma format, if different from the diploma format currently being used by the College, cannot be duplicated.
- Signatures of officials currently holding office, rather than the officials who signed your diploma, will be used.
- Your name, as it appeared on your original diploma, will be used.
- Original diploma, if in your possession, must be returned.
- The word "Replacement" will appear on the diploma.
- Orders placed for processing require a minimum of two weeks for fulfillment before being mailed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name on Original Diploma: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Degree, Date and Year on Original Diploma: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Is the original diploma enclosed?       Yes       No

If no, please explain why: \_\_\_\_\_

\_\_\_\_\_

I hereby certify that the above statements are true. I understand the Bennington College reserves the right to institute any appropriate legal or other proceedings for misrepresentation of the information stated above or in case of fraud.

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