

American International College  
Office of the Registrar  
1000 State Street  
Springfield, MA 01109  
Tel: (413) 205-3212 Fax: (413) 205-3974

## Request for Replacement Diploma

Replacement diplomas may be requested from the Registrar's Office by mail. A written request must be made by the student and should include the following information:

Name \_\_\_\_\_  
(Your name will be printed exactly as indicated; however, last names must be the same as of the time of graduation.)

Student ID# \_\_\_\_\_

Address \_\_\_\_\_

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

\_\_\_\_\_

Date of Graduation \_\_\_\_\_

\_\_\_\_\_

Degree Received \_\_\_\_\_

Telephone \_\_\_\_\_

Social Security # \_\_\_\_\_

A \$35.00 fee is required for each replacement diploma. Payment in the form of a personal check or a money order made payable to American International College should accompany the request. Mail requests to the address listed above.

Allow 6 - 8 weeks processing time. Signatures on reprinted diplomas will carry the names of the current College President or past College President (Harry J. Cournotes).

For more information on replacement diplomas, call the Office of the Registrar at (413) 205-3212.

I authorize American International College to release this information:

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