

Lewis & Clark College  
Graduate School of Education and Counseling

*Office of the Registrar*  
0615 S.W. Palatine Hill Road, MSC 90  
Portland, Oregon 97219-7899  
Phone 503-768-6030  
Fax 503-768-6035  
E-mail gradreg@lclark.edu  
graduate.lclark.edu

## Diploma Replacement Request Form

Dear Alumni:

It is our understanding that you no longer have your original diploma in your possession. We will be happy to request a replacement diploma for you. If you have your original diploma and it has been soiled, please return it to us. The items listed below are required before the order can be placed.

Your diploma will be ordered as soon as this form and payment are received, and it will take approximately 8 weeks to be returned to you.

Please return this form to:

Graduate Registrar  
Graduate School of Education and Counseling  
Lewis & Clark College  
0615 S.W. Palatine Hill Road, MSC 90  
Portland, OR 97219-7899

- FULL NAME PRINTED \_\_\_\_\_
- SOCIAL SECURITY NUMBER \_\_\_\_\_
- DATE OF BIRTH \_\_\_\_\_
- DEGREES RECEIVED \_\_\_\_\_
- YEAR GRADUATED \_\_\_\_\_
- E-MAIL ADDRESS \_\_\_\_\_
- TELEPHONE NUMBER \_\_\_\_\_
- \$50.00 CHECK PAYABLE TO "LEWIS & CLARK COLLEGE"
- CREDIT CARD PAYMENT:    MasterCard \_\_\_\_\_ Visa \_\_\_\_\_  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_
- SIGNATURE \_\_\_\_\_
- ADDRESS TO WHICH THE DIPLOMA SHOULD BE MAILED:  
\_\_\_\_\_  
\_\_\_\_\_

*THIS DOCUMENT MUST BE NOTARIZED. Notary services are available for this purpose for alumni free of charge from the Graduate Registrar's Office. Please contact the Graduate Registrar for more information at 503-768-6036.*