

Lewis & Clark College
Graduate School of Education and Counseling

Office of the Registrar
0615 S.W. Palatine Hill Road
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 your diploma 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 PRINTER_____
- 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.