



COLLEGE of CHARLESTON

GRADUATE SCHOOL
UNIVERSITY OF CHARLESTON, S.C.

GRADUATE DIPLOMA REPLACEMENT

The College of Charleston will order a replacement diploma and/or certificate for graduate students. Diplomas will be produced on the engraver's current stock, using current signatures and design. This may result in the diploma not being an exact duplicate of the original diploma. The diploma must exactly match your official academic record in regard to your degree, conferral date, and graduate program.

1. _____
CWID or last 5 SSN Degree or Certificate Awarded Graduation Date

Name to be reflected on Diploma:

This will be the official name listed in the College of Charleston's information system. If your name has changed, you must update it with the Registrar before it can be reflected on a diploma.

2. _____
Last Name First Name Middle Name

Address where diploma will be mailed or emailed:

3. _____
Street / Apartment City State Zip

4. _____
Email Phone Number

NOTE: Electronic diplomas cannot be notarized and are not printable. To pay online, you will need access to eBill via MyCharleston. To pay in person, visit the Treasurer's Office or submit a check made out to the College of Charleston to:

The Graduate School
Randolph Hall, Suite 310
College of Charleston
66 George Street
Charleston, SC 29424

Paper Diploma - \$25.00
4-6 weeks for processing

Number of Copies: _____

Electronic Diploma - \$15.00
1-2 weeks for processing

Number of Copies: _____

Form should be submitted to Robyn Olejniczak (olejniczakrl@cofc.edu) in the Graduate School office

Signature of Graduate

Date

GSO STAFF ONLY

Processed by: _____ Date: _____