

SETON HALL UNIVERSITY
Office of the Registrar
REPLACEMENT DIPLOMA REQUEST FORM

Please submit this form, along with a check for \$50.00 (payable to Seton Hall University) to the Office of the Registrar. The average processing time is three months, and payments will be processed at the time the diploma is printed. Replacement diplomas can be mailed or picked up in Bayley Hall. If you select the pick-up option, you will be contacted via the phone number provided below. Diplomas will be mailed in an oversized, stiff cardboard mailer, which will not fit into a standard mailbox. Please alert your mail carrier if you are electing the mail option.

Please contact our office with any questions at 973-761-9374 or registrar@shu.edu.

Diploma Name: _____
(Your name will be printed on the replacement diploma as it was printed on the original diploma).

Current Name: _____
(First, middle, last)

Degree/Major: _____

Date of Degree: _____

Date of Birth: _____

SHU ID (if known): _____

Phone Number: _____

Email: _____

Delivery Method: [] Hold diploma for pick-up

[] Mail diploma to:

Please return this form to:
Office of the Registrar
Attn: Replacement Diploma
Seton Hall University
400 South Orange Avenue
South Orange, NJ 07079