Massachusetts Institute of Technology
Office of the Registrar

Request for Replacement Diploma

MIT will provide a replacement diploma in situations where the original is lost or damaged. *The name on the replacement diploma must be identical to name on the original. This form must be notarized.* The cost for this service is $50.00 per diploma.

Since it may be impossible to duplicate the original, the new diploma will be issued in the format currently used and will bear the signatures of the current Institute officers. The preparation of a replacement diploma normally takes four weeks from the date the request is received.

Mailing Address: Massachusetts Institute of Technology
ATTN: Marti Ward
77 Massachusetts Avenue, Building 5-111
Cambridge, MA 02139

Fax: (617) 253-7459

Full Name (as it appears on original diploma)	
Date of Graduation	
Degree Name	
Undergraduate Advisor or Graduate Thesis Supervisor	
Name and address of school or college attended prior to MIT	
Reason for requesting replacement	
Mailing Address	
E-mail Address	
Daytime Telephone (include area code)	
Signature (must be notarized)	
Date	

Payment Method

Check or Money Order payable to MIT
Credit Card – *If paying by credit card print this form before continuing to the link below.*
You must mail this form, notarized, to the address shown above for your order to be processed.
http://web.mit.edu/registrar/order-diploma.html