* *To complete this process* ***electronically****: fill out this form electronically, then print and sign. Please scan and email to* *registrarsoffice@houghton.edu* *and* [*submit your payment online*](https://store.houghton.edu/online-payment-for-replacement-diploma/?showHidden=true&ctk=d393ff7d-4d6e-4cc8-8e3e-76ef99d1a3ea)*.* ***Do not pay*** *until after you have sent the form. Your replacement diploma is not electronic; it will be mailed to you.*
* *To complete this process* ***by mail****: fill out this form, then print and sign. Please mail the completed form to Houghton University Registrar’s Office (address below), with a $25 check payable to “Houghton University.” Your diploma will be mailed to you.*

**Name to be printed on diploma:**

**Date of Birth:**

**Year you graduated:**

**Degree earned:**

**Name under which you attended Houghton (i.e., maiden name):**

**Address to which the diploma should be mailed:**

**Signature:**

This information and the $25.00 check, payable to “Houghton University,” may be sent to:

Houghton University

Attn: Registrar’s Office

1 Willard Ave

Houghton, NY 14744

Once this form and payment are received, your replacement diploma will be processed and in the mail within two weeks. If you have any questions, please email registrarsoffice@houghton.edu.

**FOR OFFICE USE ONLY**

Check #\_\_\_\_\_\_\_\_\_\_\_

Replacement diploma mailed \_\_\_\_\_\_\_\_\_