



For Office Use Only

Date Requested: \_\_\_\_\_

Date Sent/ Picked Up: \_\_\_\_\_

Replacement Diploma Fee: \_\_\_\_\_

Holds Present: \_\_\_\_\_

# REPLACEMENT DIPLOMA REQUEST

Name: \_\_\_\_\_  
Print your name clearly as you wish it to appear on your diploma – indicate periods, hyphens, etc. Legal name changes must be on file

Social Security Number (Last 4 digits): XXX - XX - Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Graduation Month/Year: December, \_\_\_\_\_ May, \_\_\_\_\_ August, \_\_\_\_\_

### Delivery/Pick Up Information:

Mail (Please send my Replacement Diploma to the following address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pick Up (Please call me when my Replacement Diploma is available for pick up)

Your new diploma will be reproduced as a “College for Creative Studies” diploma. All signatures appearing on the diploma will be those of current college officials and will be printed using current diploma formatting.

I understand that only official graduates of CCS may request and receive a replacement diploma verifying their degree earned.

Signature of Diploma Earner: X \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Information:

The Diploma Replacement Fee is \$25.00.

Return this form to

Please check payment format:

Cash (Enclosed)

Payment by Check (Enclosed)

Credit Card Payments must be paid at the Cashier’s Office.  
You may reach them via phone at (313) 664-7435

Academic Advising & Registration Office  
College for Creative Studies  
201 East Kirby Street, Detroit, MI 48202  
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Phone: (313) 664-7672  
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