

**Alumnus/a Contact Information:**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

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Maiden/Former Name (If Applicable) \_\_\_\_\_ Date of Birth \_\_\_\_\_ KnowHope Plus ID or SSN \_\_\_\_\_

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Address/PO Box \_\_\_\_\_ Apartment # \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

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E-mail Address \_\_\_\_\_

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Graduation Date \_\_\_\_\_ Degree:  Bachelor of Arts (BA)  Bachelor of Science in Nursing (BSN)  
 Bachelor of Science (BS)  Bachelor of Music (BMu)

- I have paid the \$25.00 fee [online via the Registrar's Office website](#).  
 I have enclosed a check or money order (made out to Hope College) for \$25.00.

<hr/> <p><b>Written Signature of Alumnus/a</b></p> <p><i>* Hand written signature is required to process your request.</i></p>	<hr/> <p><b>Date</b></p>
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**Instructions:**

1. Complete form online and print.
2. Sign your completed form.
3. Mail or fax your request after submitting payment online OR mail request with check or money order.

**Contact Information:**

Hope College  
Office of the Registrar  
PO Box 9000  
Holland MI 49422-9000  
(616) 395-7760 PHONE  
(616) 395-7680 FAX  
registrar@hope.edu

**Office Hours:**

Monday through Friday  
8:00am – 5:00pm ET

**Processing Time:**

- Allow 1-2 weeks for processing your replacement diploma request.
- Campus is shut down for the week between Christmas and New Year's.

**Applicable Fees:**

- Hope College charges \$25.00 for a replacement diploma.
- You may pay the fee online via the Registrar's Office website or mail check or money order. Make your check or money order payable to Hope College and write "postage" in the memo field.

**Notes:**

- Your transcript is the official documentation of your degree at Hope College, not your diploma. An official transcript should be requested to show proof of degree to graduate schools and employers.
- A replacement diploma should only be requested if your original diploma was lost or destroyed, or if it is required for a foreign application.
- Notary services for diplomas can usually be provided upon request. Contact the Registrar's Office for details.
- Your replacement diploma will be issued in the name under which you attended Hope College.
- Your replacement diploma will be signed by the current President, Provost and Board of Trustees members.