

BABSON COLLEGE

OFFICE OF THE REGISTRAR

231 Forest Street, Hollister Hall, Babson Park, MA 02457

Tel: 781 239.4519 • www.babson.edu/registrar

RE-ISSUE DIPLOMA REQUEST FORM

In accordance with Babson policy, a Babson graduate may request a re-issued diploma due to a change of name due to a change in the gender identity or expression of the graduate following graduation. The re-issued diploma may not be an exact copy of the original diploma due to updates to the form of diploma which happen over time. In addition, the signatures of the current College President and Chair of the Board of Trustees will appear on any such replacement diploma.

In order to issue a replacement diploma with the appropriate name, the College must receive the following:

1. This form fully-completed, signed by graduate before a notary and notarized in the space provided;
2. The surrender of the existing diploma; and
3. Payment of the re-issuance fee of \$50.00 per re-issued diploma to be paid by check only. Make checks payable to Babson College.

Only one re-issued diploma will be provided for each degree earned.

Complete the information below. Mail or bring the completed, notarized Diploma Request Form, existing diploma(s) along with a check for the payment of applicable fee made payable to Babson College. Use the mailing address listed above. Requests may take 30-60 days to process upon receipt. Incomplete requests will not be processed. The diploma will be mailed to the address listed below.

By submitting this form, existing diploma(s) and applicable fee to Babson College, I, the undersigned, hereby request that Babson College re-issue my diploma(s) in my new name stated below for each of my diploma(s) referenced below. I make this request because my gender identity or expression has changed following my graduation and my new gender identity or expression is a belief sincerely held by me as a part of my core identity. I fully understand, and am aware of, possible complications that may occur from this re-issuance and, therefore, do not and will not hold Babson College liable in any way. All of the information I provide in connection with this request is true, accurate and complete.

Print (unless otherwise stated):

NAME, (First, Middle and Last Name)

NAME AS IT APPEARS EXISTING DIPLOMA(S)

NAME, AS ATTENDED IF DIFFERENT THAN ABOVE

DATE OF BIRTH

TELEPHONE NUMBER

EMAIL ADDRESS

DATES OF ATTENDANCE

DATE ON DIPLOMA(S)

PROGRAM (Undergraduate/ Graduate)

DEGREE(S) RECEIVED

NEW NAME TO APPEAR ON RE-ISSUED DIPLOMA(S)

Mail Re-issued Diploma To:

NAME

STREET ADDRESS

CITY

STATE

ZIP CODE

COUNTRY

(Must be signed before a notary)

SIGNATURE OF GRADUATE

DATE

COMMONWEALTH/STATE OF _____)

County of _____), ss.

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of her knowledge and belief.

Notary Public

My commission expires _____

SEAL

OFFICE OF THE REGISTRAR USE ONLY

Processed By _____

Date Processed: _____