

Rhode Island School of Design  
Office of the Registrar  
Email: [registrar@risd.edu](mailto:registrar@risd.edu)  
Phone: (401) 454-6151  
Fax: (401) 454-6724



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### Request for a Re-Issued Diploma

Diplomas for RISD graduates can be re-issued for a fee of \$50.00 per diploma. The process typically takes 4-6 weeks from receipt of request to completion. Complete the form below and send with payment to:

Office of the Registrar • Rhode Island School of Design • 2 College Street • Providence, RI 02903

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name when you attended RISD: \_\_\_\_\_

Name (as you would like it to appear on your diploma): \_\_\_\_\_

Student ID (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Degree Obtained (BFA, Master of Architecture, etc.): \_\_\_\_\_ Month/Year of Graduation: \_\_\_\_\_

#### Mailing and Contact Information:

Street Address (where diploma will be sent): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### Shipping Information:

Please choose a shipping option for your diploma below. Our office will e-mail you when your diploma is ready to be shipped. If your mailing address changes, please notify our office by emailing [registrar@risd.edu](mailto:registrar@risd.edu). If you choose FedEx, our office will send you an e-mail with the tracking number.

- \_\_\_\_\_ FREE for first-class standard mail
- \_\_\_\_\_ \$25 for FedEx (domestic) within the U.S., Canada & Mexico
- \_\_\_\_\_ \$50 for International FedEx

#### Payment:

- I have enclosed a check made payable to RISD for the amount of: \$ \_\_\_\_\_
- I prefer to pay by credit card and will contact the RISD Controller's Office. \*

\*Credit Card Payment: Credit card information cannot be submitted using this form. Please contact Lina Lopez in RISD's Controller's Office at (401) 454-6447 to provide payment in the total amount of your diploma and shipping charges. Do NOT include credit card information on this form or within an e-mail.

Signature (required): \_\_\_\_\_