

Rhode Island School of Design
Office of the Registrar
Email: 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 • 20 Washington Place • 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. 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): _____