



NEW ENGLAND  
SCHOOL OF  
ACUPUNCTURE

## Replacement or Duplicate Diploma Request Form

NAME: \_\_\_\_\_  
Name as it appears on original diploma

NAME: \_\_\_\_\_  
Name as you wish to have it appear on your replacement diploma.  
**If this is a name change, please submit copy of supporting documentation, including original diploma.**

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

YEAR OF GRADUATION: \_\_\_\_\_

DEGREE and CONCENTRATION: \_\_\_\_\_

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ADDRESS TO WHICH REPLACEMENT DIPLOMA IS TO BE MAILED:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Signature and Seal:

Make check (\$50) payable to: NESAS

Please send check and this form, and any required documentation to:

NESAS Registrar  
150 California Street  
Newton, MA 02458

*Please allow 6-8 weeks for delivery.*



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### **To Order a Replacement Diploma**

The original diploma format, if different from the format currently being used by NESAS, may not be able to be duplicated. If it cannot be replicated, the replacement diploma you will receive will be similar to that awarded to the current year's graduating class.

We use the signatures of the officials currently holding office, rather than the signatures of the officials who signed your original diploma. Your name on the replacement diploma will be determined by the name on your original diploma. The replacement diploma should reach you within six to eight weeks.

To have a different name appear on the replacement diploma, a legal change notification is required, usually a copy of a court document. In this case, the original diploma must be returned before the replacement is issued.

Diplomas may be ordered through written request and should contain the following information:

- Full name
- Social Security Number
- Date of Birth
- Year of Graduation
- Specify Degree or Certificate Awarded
- Address to which Replacement Diploma is to be mailed
- Notarized Signature

The fee for a replacement diploma is fifty dollars (\$50). Please send check payable to NESAS, along with the above information to 150 California Street, Newton, MA 02458.

***We do not accept telephone, fax, or email requests for replacement diplomas.***