



Diploma Replacement Form

Office of Admissions & Records Management

Date of Request :
(MM/DD/YYYY)

Applicant Information

Full Name :
(As Recorded in SJC
Records)

Date of Birth :
(MM/DD/YYYY)

Address :
(Street, Village/Town/City)

Phone Number :

Email Address :

Attendance & Credential Information

Division: ☐ High School (Diploma)

☐ Junior College (Certificate or Associate Degree)

☐ Extension (Certificate or Diploma)

☐ University (Bachelor's Degree)

Program/Major :
(if applicable)

Year of
Graduation

Dates of
Attendance

From

To

Reason for
Replacement

☐ Lost ☐ Damaged ☐ Other: _____

Degree / Diploma Replacement Policy

St. John's College issues replacement diplomas and degrees under the following conditions:

1. **Replacement Fee:** A non-refundable replacement fee of **\$100 BZD** must be paid at the Finance Office before submitting this request. The payment receipt must be attached to the completed form.
2. **Name on Record:** Replacement diplomas and degrees will be issued only under the legal name currently recorded in the official student records. No name changes will be processed through this request.
3. **Identification Requirement for Pick-Up:** A valid government-issued photo **ID must be presented** at the time of pick-up. Diplomas and degrees will not be released without proper identification.
4. **Authorized Pick-Up by Another Person:** If someone other than the applicant will collect the replacement, the applicant must provide written authorization along with a copy of the applicant's valid ID. The authorized individual must also present their own valid ID at pick-up.
5. **Replacement Limit Within Five Years:** A replacement diploma or degree may **not be requested within five (5) years** of the original graduation date unless the original diploma/degree was damaged and is returned to the Admissions & Records Management Office, or the original was lost or stolen, and a police report documenting the loss/theft is submitted with this request.
6. **Processing Timeline:** Standard processing time is **5-10 business days** after all required documentation has been submitted. Processing time may be extended during peak operational periods.

Applicant Certification

I certify that the information provided above is accurate. I understand that the replacement diploma/degree will be printed using my legal name currently recorded in SJC official records.

Signature of
Applicant :

Date :

OFFICIAL USE ONLY

Receipt Number : _____

Receipt Date : _____

Processed by : _____

Processed Date : _____

Printed/Issued Date : _____

Picked Up Date : _____