DIPLOMA REPLACEMENT FORM

*Notarization is required*

You may request a City University of New York School of Law replacement diploma if your original diploma has been damaged or lost or if you have had a name change. There is a $30 fee to reorder a diploma. If the reason for diploma replacement is a name change, you must provide the original or a certified copy of a court order, marriage license, or divorce decree. The original diploma must be returned when requesting a replacement due to damage or a name change.

I hereby certify that my original diploma was □ lost  □ damaged  □ I have changed my name

- Diplomas will be produced on the engraver’s current stock.
- There is a $10 additional charge to have the signature of a Dean other than that of the current Dean.
- Diploma orders normally take 4 to 6 weeks for receipt.

You will be notified as soon as your diploma is available to be picked up. There is an additional $5.50 fee for mailing the diploma via the United States Postal Service. In order for the diploma to be mailed via Federal Express, you will need to provide a prepaid label.

If you want your diploma mailed, please check here □ I will pick up my diploma in person with picture ID □
(If mailed, the Law School will not assume responsibility for a damaged or lost diploma.)

PRINT your full name below (Note: your diploma will be ordered under the name shown on your CUNY School of Law records, unless you have requested and documented a name change.)

________________________________________________________________________________________

First Middle Last

Graduation Date

Address: ____________________________________________

Street Apt. # City State Zip Code

E-mail Address: ____________________________ Telephone No.: ( ) ________________________

I hereby certify that information provided above is true and accurate to the best of my knowledge.

Signature: ____________________________ Date: ____________________________

________________________________________________________________________________________

State: __________________ County: __________

Sworn before me this ______day of ____________, 20__

___________________________________________ Notary

For Registrar Use Only

Amount Paid: $ _________(attach a copy of receipt) Date: ____________________________

Diploma ordered on: ____________ Diploma received on: ____________ Notification sent on: ____________

Original Diploma returned: ____________

Updated 11/2013