

The City University of New York
CUNY SCHOOL OF LAW

Office of Registration and
Student Records Management
RegistrarOffice@mail.law.cuny.edu

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2 Court Square,
Long Island City, NY 11101-4356

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 \$6.65 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: _____

(Seal)

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: _____