

# Office of the Registrar

365 Fifth Avenue Rm 7201 New York, NY 10016-4309 / p: 212.817.7500 f: 212.817.1627 / registrar@gc.cuny.edu / www.gc.cuny.edu



## DUPLICATE DIPLOMA REQUEST FORM

A payment of \$30.00 by check or money order, payable to CUNY GSUC, must accompany this request. Please print clearly and complete all portions of the form.

### STUDENT INFORMATION

\_\_\_\_\_ OR \_\_\_\_\_  
EMPLID (CUNYFirst ID) Last four digits of SSN Date of Birth

\_\_\_\_\_  
Name: Last First MI Name while attending (if different)

\_\_\_\_\_  
Current Street Address Day Phone

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

\_\_\_\_\_  
Degree Type and Date Academic Program

I, \_\_\_\_\_, request a duplicate diploma for the following reason: \_\_\_\_\_

Signature: \_\_\_\_\_

### DUPLICATE DIPLOMA PICK UP/PROXY & MAILING INFORMATION

Indicate below whether you request to pick up your diploma or have it mailed.

**Please Note:** Processing time is 1-2 weeks from receipt of request. Diplomas are sent using USPS First Class mail service. The phrase "reissued" will appear on your duplicate diploma.

**Proof of Identification:** Valid photo ID (Driver's License, State-issued ID, Passport, CUNY GC ID) will be required at time of pick up.

I request to obtain my diploma by:  USPS First Class mail service  Pick Up

If picking up, who will pick up the duplicate diploma when it is ready?  Self  Designated Proxy

If designating a proxy, please print or type their name carefully.

Proxy Name: \_\_\_\_\_

\*Designated Proxy must have valid photo ID to pick up diploma.

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If requesting diploma to be mailed, I request that my duplicate diploma be mailed to the following address:

<b>MAILING ADDRESS</b> Please print or type address carefully  _____  _____  _____  _____  _____
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**POLICY AND AGREEMENT**

**Please read before you sign:**

- Requests are processed in 1-2 weeks of receipt. You will be notified when the duplicate diploma is ready for pick up.
- Diploma mailing or proxy authorization (when applicable):
  - You authorize CUNY GSUC to mail your duplicate diploma to the address you have provided on this form.
  - You authorize CUNY GSUC to allow your designated proxy named on this form to pick up your duplicate diploma.
- Valid ID is required to pick up diplomas at the Registrar’s Office, located in Room 7201.
- The phrase “reissued” will appear on your duplicate diploma.

**I hereby certify that the statements on this application and any supporting documents are true.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

Office use only:

\_\_\_\_\_ Payment Received

\_\_\_\_\_ Verify Program / Plan

\_\_\_\_\_ Verify Holds

\_\_\_\_\_ Date Mailed or Email Sent

\_\_\_\_\_ Diploma Pick Up