



Registrar

## DUPLICATE DIPLOMA REQUEST

This application must be completed to receive a duplicate copy of the diploma. The fee for each duplicate diploma is \$15 in cash, check, or money order only. No credit card payment accepted. Applications will be processed in approximately 4-6 weeks upon receipt of the request. Full name and student ID information completed on this application must match the student information on file when you attended John Jay College. If you have a legal name change and want the diploma issued under the new name, then you must complete the Change of Name application which is available for download on the Jay Stop website.

### To Be Completed by Student

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

\*If your name has changed since you left John Jay College and want the diploma with the new name, you must file a Change of Name application first.

Student ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Alternate telephone: (\_\_\_\_\_) \_\_\_\_\_

Student's Contact Address: \_\_\_\_\_

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

Which degree you are requesting (check all that applies)?  Associate  Bachelor  Master

Please list your dates of attendance: from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.  
Semester/ Year Semester/ Year

### Mailing Address of the Duplicate Diploma (Maximum 4 lines)

\*We recommend that the diploma be picked up in-person. The College cannot be responsible for diplomas lost or damaged in the mail. If you would still like your diploma mailed, please complete the following section.

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

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

### For Office Use Only

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid:  Yes  No

Comments from Receiver:  
\_\_\_\_\_

Rec'd By: \_\_\_\_\_ Date: \_\_\_\_\_

White – Registrar

Yellow – Student

4/10/2013