



DUPLICATE DIPLOMA REQUEST FORM

Duplicate diplomas are printed twice a year, in January and July. The orders take six to eight weeks to be processed. Duplicate diplomas are reissued for a fee of \$20.00. You can pick up your diploma or request that it be mailed to you. There is an additional fee of \$10.00 if you would like your diploma to be mailed within the United States. Please include a check or money order made payable to Fordham University. Complete the information below and return this form to the appropriate campus.

Rose Hill
Fordham University
Office of Academic Records
441 E. Fordham Road
Thebaud Hall, 3rd Floor
Bronx, NY 10458

Lincoln Center/Westchester
Fordham University
Enrollment Group
113 W. 60th Street
LL 215
New York, NY 10023

Please print your name clearly as it will appear on the diploma:

Name: _____

*Note: The first and last name must be identical to your name on our records

Fordham ID Number (or last four digits of SS#): _____

Male/Female: _____ Date of Birth: _____ Degree Awarded: _____

School: _____ Date Awarded: _____ Honors: _____

Check one: Pick Up (include campus location) _____ Mail _____

Address to which the diploma should be sent:

Street/Apt. # (Note-Diplomas cannot be sent to PO Boxes)

City, State Zip

Daytime Phone Number

Signature

Date

For Office of Academic Records Use Only:

Reissued: Yes ____ No ____

Degree: _____ Honors: _____ Date of Degree: _____

Requested by: _____ Date: _____