

NEW YORK UNIVERSITY



APPLICATION FOR REPLACEMENT DIPLOMA

Instructions:

- ❖ Complete this form with all applicable information.
- ❖ Sign and return this form along with the \$50.00 fee to the Graduation Division of the Office of the University Registrar.
- ❖ Before issuing the replacement we require the return of the damaged diploma, or such portions of it as are available; or in the case of loss or complete destruction, please have this form notarized in the below portion.
- ❖ If you have more than one degree or certificate, please fill out a separate form for each document.

The replacement Diploma will be mailed to you within 2-4 weeks after the receipt of this form. Diplomas cannot be ordered by third party.

Note:

- The name on your diploma will be the same as on your University record.
- Replacement diplomas display the signatures of the current NYU President and Dean of your school but show the original date of the award.

Complete this form and sign below. **PLEASE PRINT or TYPE (LEGIBLY)**

University ID:		Birth Date:	
Last name:		First:	Middle:
Street:		City:	State: ZIP Code:
E-Mail:		Telephone:	
Graduation Date:	College:	Degree Earned:	Honors:
Reason for replacement			
<input type="checkbox"/> Original Damaged		<input type="checkbox"/> Misplaced or lost	

FEE FOR REPLACEMENT IS \$50.00.

Mail my diploma.

I will pick-up the diploma, contact me when it is available.

MAIL MY DIPLOMA TO: *(if address different from above)*

Name:

Street:

City:

State:

ZIP Code:

RETURN THIS FORM TO:

Please return this form with check or money order payable to New York University. *We do not accept credit cards and please do not send cash.*

**Office of the University Registrar
Graduation Services
P.O. Box 910
New York, NY 10276-0910**

NOTARY PUBLIC

I hereby certify to the best of my knowledge and belief that my original diploma is lost or destroyed and I request a replacement. I am enclosing the total fee payment for the diploma replacement.

Student's signature

Date

Notary's Signature

Date

Notary Stamp