



Office of Student Affairs
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New York, NY 10018

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DUPLICATE DIPLOMA REQUEST FORM

The fee for a duplicate diploma is **\$30.00**. The fee may be paid by cashier's check, money order, or credit card via Square. If paying by check or money order, please make payment payable to the Craig Newmark Graduate School of Journalism at CUNY, and send along with the completed duplicate diploma request form. If paying the fee via credit card, please indicate on the form and an invoice will be sent to you via the email address on the form. Please print clearly and complete all portions of the form.

Personal Information

_____ XXX-XX-_____
EMPLID (CUNYfirst ID) Last four digits SSN Date of Birth

Last Name First Name MI

Name while attending (If different) Email Address

Current Street Address Phone Number

City State Zip

Degree and Date: _____

Method of Payment

Check

Money Order

Debit/Credit Card (Square)

Note: Note that the student is responsible for any processing fees charged by Square. The current fee is 2.9% plus \$0.30 per transaction. Such fees are subject to be changed by Square.

IMPORTANT DUPLICATE DIPLOMA PICK-UP/PROXY OR MAILING INFORMATION

Diploma mailing: You may only complete that section if you currently live outside of the five-boroughs of New York City. ***PLEASE NOTE:** diplomas mailed to addresses outside of the U.S. frequently take several weeks to arrive from the date the Student Affairs office mails the diploma.

Proof of Identification: Valid photo ID (Driver/Non-Driver's License, Passport) is required to pick-up diplomas from the Student Affairs office.

A copy of your **Photo ID** must be attached if you are requesting to mail or having a proxy pick-up your diploma.

Complete the section for the method in which you wish to receive your duplicate diploma. Please print or type the information carefully.

PICK-UP/PROXY

I request to be notified that the duplicate diploma is ready for pick-up by: Email Phone

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:

***PLEASE NOTE: Designated Proxy must have valid photo ID is to pick-up diploma from Student Affairs office.**

REQUEST FOR DIPLOMA TO BE MAILED

Diplomas are sent by USPS First Class Mail. If you wish to have the diploma sent by express mail you must provide a prepaid envelope from the company of your choice.

I request that my diploma be mail by: USPS First Class Mail If providing a prepaid envelope please complete both sections below.

MAILING ADDRESS (If different from current address on page 1).

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 (if applicable):
- You authorize the Craig Newmark Graduate School of Journalism at CUNY to mail my diploma to the address you provided on this form.
- You authorize the Craig Newmark Graduate School of Journalism at CUNY to allow my proxy named on this form to pick-up my diploma.
- Valid photo ID is required to pick-up diplomas from the Student Affairs office.
- The words **DUPLICATE DIPLOMA** will be printed on the back of the diploma.

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

Student Signature

Date