



APPLICATION FOR ORDERING A REPLACEMENT DIPLOMA

OFFICE OF THE REGISTRAR • LIU BROOKLYN • 1 UNIVERSITY PLAZA, BROOKLYN, N.Y. 11201 (718) 222-9363 • WWW.LIU.EDU/BROOKLYN/REGISTRAR

Thank you for inquiring about a replacement diploma. Please read the following instructions and fill out the form below as complete as possible. Please print in upper and lowercase letters.

Your new diploma:

1. Will bear the date of the original, but will be signed by the administrators now in office.
2. **Must** bear the name under which your degree was issued unless appropriate documentation is submitted for a name change. Because your records are sealed on the date your degree was conferred, you may not change or add names on official transcript documents, only diplomas.
3. Will be issued in the form in current use and may not exactly match your original diploma.

If your original diploma has been damaged, we ask that you return it to the Records Office where it will be destroyed.

You must have this form notarized.

There is a **\$35.00 replacement fee**. You may pay by check or money order (payable to Long Island University), or credit card (MC, Visa, or Discover.) Please attach the fee and return it along with this form by U.S. mail to the attention of: Diploma Facilitator, Office of the Registrar. Indicate whether you wish your new diploma to be mailed or if you prefer to pick it up. If you elect to have your diploma mailed, it will be sent by Certified U.S. Mail, so please be sure to supply an address at which someone will be available to sign for the delivery of your package during the day.

Diploma processing usually takes 2 weeks from the time your form is received. If you have questions, you may reach me at (718) 488-1013.

Sincerely,

Anthony Cirincione

Registrar

1. STUDENT ID or SOCIAL SECURITY# _____

2. Please print your name in upper-and lower case.
Name **must** match the name under which you attended
This is how your name will appear on your diploma:

Present name, if different:

3. Graduation Date (Month/Year): _____

4. **Degree** (Please check):
Associate _____ Bachelor _____ Master _____
Certificate _____ Professional Diploma _____
Doctorate _____

5. Do you want to pick up diploma _____ OR
would you like us to mail your diploma? _____
Address: _____

6. Please indicate reason for replacement:

7. ANYTIME PHONE # _____

8. E-MAIL ADDRESS: _____

9. SIGNATURE _____

10. SPACE BELOW FOR USE OF NOTARY ONLY