



# APPLICATION FOR ORDERING A REPLACEMENT DIPLOMA

University Registrar | LIU | 700 Northern Blvd. | Brookville, NY | 11548

☎ 516-299-2589

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 lower case.

## 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.

## 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 U.S. Mail.

Diploma processing usually takes 2-3 weeks from the time your form is received. If you have questions, you may reach us at **(516) 299-3096**

Sincerely,

**BETH WILKOW,**  
University 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:* \_\_\_\_\_  
*Please print present name if different:* \_\_\_\_\_
3. Graduation date (Month/Year): \_\_\_\_\_
4. Degree (Please check):  Associate  Bachelor  Master  Certificate  Doctorate
5. Do you want to pick up your diploma?  Yes  No **OR** Would you like us to mail your diploma?  Yes  No  
Address: \_\_\_\_\_
6. Campus Attended (Please check):  Southampton  Post  Brooklyn  Brentwood  Riverhead  
 Hudson (Rock/West)  Dowling College
7. Anytime phone # \_\_\_\_\_
8. Email address: \_\_\_\_\_
9. Signature (Must be notarized below) \_\_\_\_\_

## SPACE BELOW FOR USE OF NOTARY ONLY