



Duplicate Diploma Form

Office of the Registrar
 Jefferson 100
 65-30 Kissena Blvd.
 Flushing, NY 11367
 718-997-4400
 qc.registrar@qc.cuny.edu

Instructions: Please type or print your name legibly using both upper- and lower-case letters. **Do not use all capital letters when filling out this form.** Place any accents clearly. Your payment (check or money order only) must be included with this form.

Note: Both first and last names *must* conform to your Queens College record or the diploma will not be ordered.

Completed forms should be returned to the One Stop Service Center in DH 128 or mailed with your payment to the Office of the Registrar.

Personal Information

Name: _____

First	Middle Name or Initial	Last
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Name Used While in Attendance _____

First	Middle Name or Initial	Last
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CUNYfirst ID _____ or SSN _____

Address _____

*Number and Street _____

Apartment _____

*City and State _____ *Zip Code _____

Phone Number _____ Email Address _____

Education

Dates of Attendance From _____ To _____

Date of Graduation _____

Type of Degree Awarded _____

Method of Payment

The fee for a duplicate diploma is \$30.00 USD. Your payment must be submitted with this completed form. Checks, International Bank Drafts, and Money Orders must be made payable to Queens College.

Check/International Bank Draft Money Order Bursar Receipt

By signing below, I am acknowledging that the diploma will be sent to me in approximately four to six weeks from the date this form is submitted, unless I specify it to be held for pick-up.

***Student Signature** _____ ***Date** _____

Hold for Pick-Up

FOR REGISTRAR USE ONLY	
Honors _____	Original Diploma Returned _____
Holds Cleared _____	
Date Ordered _____	Date Received _____
Date Mailed _____	Pick-Up Letter Sent _____