



Registrar

DUPLICATE DIPLOMA REQUEST

This application must be completed to receive a duplicate copy of the diploma. The fee for each duplicate diploma is \$30 in cash, check, or money order only. No credit card payment accepted. Applications will be processed in approximately 4-6 weeks upon receipt of the request. Full name and student ID information completed on this application must match the student information on file when you attended John Jay College. If you have a legal name change and want the diploma issued under the new name, then you must complete the Change of Name application which is available for download on the Jay Stop website.

To Be Completed by Student

First Name: _____ Middle Name: _____ Last Name: _____

*If your name has changed since you left John Jay College and want the diploma with the new name, you must file a Change of Name application first.

Student ID: _____ - _____ - _____ Email Address: _____

Telephone: (_____) _____ Alternate telephone: (_____) _____

Student's Contact Address: _____

City: _____ State: _____ Zip: _____

Which degree you are requesting (check all that applies)? Associate Bachelor Master

Please list your dates of attendance: from _____/_____/_____ to _____/_____/_____.
Semester/ Year Semester/ Year

Mailing Address of the Duplicate Diploma (Maximum 4 lines)

*We recommend that the diploma be picked up in-person. The College cannot be responsible for diplomas lost or damaged in the mail. If you would still like your diploma mailed, please complete the following section.

Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Student Signature: _____ Date: _____

For Office Use Only

Processed By: _____ Date: _____

Fee Paid: Yes No

Comments from Receiver: _____

Rec'd By: _____ Date: _____

White – Registrar Yellow – Student

2/11/2014