



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; payable viacash, check, or money order only. No credit card payment accepted.** Applications will be processed within 4-8 weeks upon receipt of request. Name and EMPLID must match the student information on file during attendance at John Jay College. Submit completed request form to the Office of the Registrar at: registraraudit@jjay.cuny.edu

***If you have had a legal name change and would like your duplicate diploma issued under the new name, a [Change of Info application](#) must also be submitted to Jay Express (jayexpress@jjay.cuny.edu)**

TO BE COMPLETED BY STUDENT

First Name Middle Name/Initial Last Name Date of Birth

**The most recent name updated in your academic record will be displayed on your duplicate diploma - unless a Change of Info application is submitted with this form.*

EMPL ID (CUNYfirst ID) **and/or** _____
last four digits of SSN#

Email Address _____
Telephone #

Degree (check all that apply)? Associate Bachelor Certificate Master

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

A notification email will arrive from Parchment to the email address indicated above when your request has been processed. To view your digital diploma and tracking information of your physical diploma, create an account at: <https://www.parchment.com/>

(John Jay College of Criminal Justice regrets that we cannot be responsible if the diploma is lost, stolen, or damaged in the mail. In the event that you do not receive your diploma or it arrives damaged, you will be responsible for ordering a replacement copy and for all associated fees. Thank you for your understanding.)

Name/Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Student Signature: _____ Date: _____

******DO NOT WRITE BELOW THIS LINE******

Processed By: _____ Date: _____

Fee Paid: Yes No