



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 process in approximately 4-8 weeks upon receipt of the request. Full name and EMPLID 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 submit the Change of Name application, which is available for download on the Jay Stop website. Also, the form can be completed and submitted at Jay Express.**

TO BE COMPLETED BY STUDENT

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

***The name that was last updated into your academic record will be the name displayed on your duplicate diploma unless a Change of Name application is submitted and attached to this form.**

EMPLID: _____ and/or Last four digits SSN: _____

Email Address: _____ Telephone: _____

Degree (check all that applies)? Associate Bachelor Certificate 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 or select FEDEX. The College cannot be responsible for diplomas lost or damaged via USPS.

Check option (In-person Pick up, USPS or FedEx) and provide the required information below.

In-person Pick up Yes No

USPS Yes No

(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 arrives damaged, you will be responsible for ordering a replacement copy and for all associated fees. Thank you for your understanding.)

FedEx Yes No Account # _____

(Please visit fedex.com or call 1800GoFedEx (1-800-463-3339). We use Express Saver. You must check with FedEx at fedex.com for the estimated shipping cost.)

Name/Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Student Signature: _____ Date: _____

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

Processed By: _____ Date: _____

Fee Paid: Yes No

