

Electronic Application for Duplicate Diploma

Requests take 4-8 weeks from receipt of application to process.

**COMPLETE THE INFORMATION BELOW AND UPLOAD
TO THE REGISTRAR PORTAL WITH THE FOLLOWING:**

1. Letter of request explaining why the duplicate diploma is required.
2. Scanned copy or picture of acceptable Photo ID
3. The Bursar's Office will add a \$30 fee per diploma to your CUNYfirst account once the application has been processed. Payment must be made online through CUNYfirst.

Name: _____
Last (On York College Records) First Middle

*If your name has changed since last attending and you wish for your current legal name to be reflected on the diploma, you **must** submit a Personal Data Change Request Form along with the appropriate supporting documentation prior to submission of this application.*

Address: _____
(Including Apt Number)

City: _____ **State** _____ **Zip** _____

Phone: Cell _____ Home _____

Email: _____ **Graduation Date:** _____

CUNYfirst ID # (if applicable): _____ **Last 4 digits of SSN: XXX-XX-** _____

I understand that the duplicate diploma will be ordered under the name that currently appears on my record at York College, unless if I have submitted a complete Personal Data Change Request form. I am requesting for the duplicate diploma to be mailed to the address that I have written/typed above through USPS First Class mail.

Student Signature: _____ **Date:** _____

For Office Use Only

Full Name: _____ **President:** _____

Graduation Date: _____ **Degree** _____ **Honors:** _____ **Chancellor:** _____

Staff Initials: _____ **Date Received:** _____ **Chair:** _____