Duplicate Diploma Request Form

Office of the Registrar

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street, S315
New York, NY 10007-1097
tel. 212 220-1290
fax. 212 220-1254

Instructions:

1. Fill out the form clearly and completely.
2. Go to the Bursar's Office (Room S-330) to pay the $30.00 processing fee, or mail it to the address above with a $30 check or money order payable to BMCC.
3. Drop off the form in the Registrar's Office (Room S-315).
4. You will be mailed a letter when the diploma is ready. Please allow up to 6 months for duplicate diploma requests to be processed.
5. Bring the letter and photo ID with you on pickup day.
6. If you are requesting the diploma to be mailed, please be aware that diplomas will only be mailed to addresses outside of the five boroughs.

8-digit CUNYfirst ID or 9-digit Social Security Number: _____

_____ _____ _____

Last Name **First Name** **Previous Name (if any)**

Date of Birth_____ **Phone**_____ **Email** _____

Date of Graduation _____

Has Your Contact Information Changed? ☐ Yes* ☐ No

***If Yes - you MUST complete a Personal Information Update Form, as we will be mailing you a notification when your diploma is ready for you to pick up.**

The default name on your diploma will be exactly as it appears on your student transcript. If you would like to include your middle name or initial please print it on the line below:

_____

MIDDLE NAME OR INITIAL

Please choose from the following:

☐ Pick Up: If you do not pick up your diploma within 12 months of the issue date, it will be destroyed.

☐ Mail: Diplomas will only be mailed to addresses outside of the five boroughs.

Location to be mailed: _____

_____

Student Signature_____ **Date**_____

Duplicate diplomas are processed with the diplomas of our next graduating class. Please allow up to 6 months for your diploma to be available.

For Bursar Only: Payment Received by _____