



Office of the Registrar

Duplicate Diploma Application

1. Forms of Payment: Cash or Money Order for **\$30.00 (Non-Refundable)** made out to **Kingsborough Community College**. Submit to Room **A209**, Mon-Fri 9:00am-4:45pm.
2. Submit form along with Paid Receipt to **Registrar's Office, Room A101**.
3. **Allow 2-4 weeks for request to be processed.** You will receive a letter when your Duplicate Diploma is ready for pick up.

Reason For Application:

Original diploma has been lost damaged

Full Name (as appears on original diploma) _____

I understand that the diploma will bear the signatures of the current officials of the City University of New York.

Name _____

Student Signature _____

Date _____

DOB _____

CUNYfirst Number or SS Number _____

Degree Earned _____

Date Degree Awarded _____

Current Mailing Address _____ Apt _____

City _____ State _____ Zip Code _____

Telephone Number _____

Email _____

If you would like to have your diploma mailed please indicate it by placing your initials here _____.

Note: Kingsborough Community College is not liable if your mailed diploma is lost or damaged.

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| Holds Verified: Date Ordered: Date Mailed: |
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