

DUPLICATE DIPLOMA REQUEST FORM

A payment for \$30.00 by check or money order, payable to Baruch College, must accompany this request. Please print clearly and complete all portions of the form. This request must be notarized in order to be processed.

STUDENT INFORMATION

	XXX— XX—	
EMPLID (CUNYFirst ID)	Last four digits SSN	Date of Birth
Name: Last	First	MI
Name while attending (if different)		
Current Street Address		Day Phone
City	State	Zip
Email Address		
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate Degree and Date: _____		
I'm requesting a duplicate diploma for the following reason: <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed <input type="checkbox"/> Damaged		
Reason for requesting a duplicate (Explain): _____		

IMPORTANT DUPLICATE DIPLOMA PICK UP/PROXY OR MAILING INFORMATION

Diploma mailing: You may only complete that section if you currently live outside of the five-boroughs of New York City. ***PLEASE NOTE:** diplomas mailed to addresses outside of the U.S. frequently take several weeks to arrive from the date the Office of Registrar mails the diploma.

Proof of Identification: Valid photo ID (Driver/Non-Driver's License, Passport, Baruch ID, Etc.) is required to pick-up diplomas at the Registrar's Office.

A copy of your Photo ID must be attached if you are requesting to mail or having a proxy pick-up your diploma.

Complete the section for the method in which you wish to receive your duplicate diploma. Please print or type the information carefully.

PICK UP/PROXY

I request to be notified that the duplicate diploma is ready for pick-up by: Email Phone

Who will pick-up the duplicate diploma when it is ready? Self Designated Proxy

If designating a proxy please print or type their name carefully.

Proxy Name: _____

***PLEASE NOTE: Designated Proxy must have valid photo ID is to pick-up diploma at the Registrar's Office.**

REQUEST FOR DIPLOMA TO BE MAILED

Diplomas are sent by USPS First Class Mail. If you wish to have the diploma sent by express mail you must provide a prepaid envelope from the company of your choice.

I request that my diploma be mail by: USPS First Class Mail If providing a prepaid envelope please complete both sections below.

MAILING ADDRESS Please print or type address carefully.

ALTERNATE MAILING (This section is only if you are providing a prepaid envelope from the company of your choice.)

Mailing company's name: _____

Additional Comments: _____

POLICY AND AGREEMENT

Please Read Before You Sign:

- Requests are processed in 1-2 weeks of receipt. You will be notified when the duplicate diploma is ready for pick-up.
- Diploma mailing or proxy authorization (if applicable):
 - You authorize Baruch College, CUNY to mail my diploma to the address you provided on this form.
 - You authorize Baruch College, CUNY to allow my proxy named on this form to pick-up my diploma.
- Valid photo ID is required to pick-up diplomas at the Registrar's Office.
- The words **DUPLICATE DIPLOMA** will be printed on the back of the diploma.
- City College diplomas for degrees awarded through the Bernard M. Baruch School of Business Administration are no longer available bearing the name City College. All duplicate diplomas will bear the name Baruch College.
- **This request must be notarized.** Any request received without being notarized will not be processed and mailed back to sender.

I hereby certify that the statements on this application and any supporting documents are true.

Student's Signature

Date

NOTARY