

# Replacement or Duplicate Diploma Order



To order a replacement diploma complete and sign this form, then mail the form to the Registrar's Office or present it in person. A diploma replacement request must be made by the bearer of the diploma with that individual's verified signature. You must submit a form and payment for each degree (e.g.: BA and MA). The cost for a replacement diploma is \$13.00 each for standard domestic mailing (4-8 weeks development and shipping time). Additional charges will apply for international and expedited shipping. If you are requesting a diploma replacement for the Apostille process or for a Certificate of Authentication, please read the instructions on the Registrar's web page.

## Your Information

Current Name: \_\_\_\_\_ CID or Last 4 of SSN: \_\_\_\_\_  
Use the SSN only if you do not have a CID (e.g.: C00XXXXXX)

Name While Attending (If Different): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
The College will only replace diplomas using an officially recognized name on the student record. If you are seeking a diploma and have changed your name, you are required to complete the Personal Data Change form, located on the Registrar's web site. Date of birth is only used to locate records where a name change has occurred.

Diploma Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
The College or diploma printer will confirm your request, seek clarification or report issues via email.

Replacing Diploma for:  Undergraduate Degree  Graduate Degree Degree: \_\_\_\_\_

Honors:  Cum Laude  Magna Cum Laude  Summa Cum Laude Major(s)/Program(s): \_\_\_\_\_

Check here if you would like to update your permanent address in your record using the above address.

## Diploma Shipping Services

You must enclose a check or money order payable to *SUNY Cortland* for the amount below.

Diploma Standard Service:  Domestic Shipping. (\$13.00)  International Standard Shipping (\$45.00)

Diploma Expedited Service:  Domestic 10-12 Day Shipping. (\$35.00) \*  International Expedited Shipping. (\$75.00) \*

\* Shipping times reflect approximate days from when the order is received by the College. Rush orders cannot be sent to PO boxes.

## Important Information

- No diploma can be furnished to any graduate who has any outstanding obligations to the College.
- The Cortland replacement diploma can only be printed with the signatures of current College and SUNY officials.
- SUNY diplomas represent degrees. You will only receive a single diploma unless you have received multiple degrees (e.g.: BA and BS).
- Upon receiving your diploma please open the rigid mailer carefully. Do not rip or bend the mailer, or your diploma may be damaged.
- If you require a diploma for the purposes on the Apostille of The Hague or a Department of State Authentication, please review the instructions provided on the Registrar's web site. You are strongly encouraged to call the office to learn more about the Apostille process.

## Authorization and Notarization

Diplomas may only be ordered by the bearer. The signature of the student must be notarized (below) if the order is not placed in person the Registrar's Office. When placing the order in person, please bring photo identification. Orders submitted without proper notarization and authentication will be returned to you without processing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTARY PUBLIC

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

Notary Signature \_\_\_\_\_

Commission Expiration \_\_\_\_\_

Notary Seal