## **MOLLOY UNIVERSITY**

## **Diploma Replacement Request Form**

## INSTRUCTIONS:

- Mail a completed form with the Diploma Replacement Fee to the Registrar's Office for each degree or certificate sought. Fee is \$50 per diploma. Checks or money orders should be made payable to Molloy University. (No credit card payments are accepted.)
- Provide photocopy of driver's license or passport, as proof of identity with request. If identification involves name change, provide legal proof (SSN card/court record) to update your record and confirm that this request is not fraudulent.
- Addresses that are different from our records should be confirmed with proof of a new legal address (driver's license).
- Please refer to the current college catalog for Diploma Name policies. Contact the Registrar's Office for further questions.
  Please allow 10 30 days for your order to be completed.
- Reissued diplomas are legal instruments and will show the legal name of the school as "Molloy University", effective June
  1, 2022. Diplomas are always signed by the current president and provost.
- Diplomas are normally mailed. For in-person pick-up, you will be notified to pick-up within 30 days. Otherwise, it is mailed.

Print Name	Student ID#	
Address		
Cell/Home Phone Number That May Be	Used to Contact You:	
PRINT YOUR NAME EXACTLY AS YOU Diploma Name		
DATE OF GRADUATION: Check One: JANUARY Year	MAY Year AUGUST	TYear DECEMBER Year
	RTIFICATE AA AAS E	3A BS BFA BSW A/MS (5-Yr Program) BS/MS (5-Yr Program)
SELECT DELIVERY METHOD: HOLD FOR IN-PERSON PICK-UP: SEND BY US MAIL:	(During published business hours of 9an	n – 5pm, call first, show proper ID.)
STUDENT'S SIGNED APPROVAL FOR	A REPLACEMENT DIPLOMA (REQUIR	RED):
Student's Signature		Date
Mail Check or Money Order payable to	Molloy University with Form to:	
Attention: Registrar's Office Molloy University PO Box 5002 Rockville Centre, NY 11571-5002		
REGISTRAR'S OFFICE USE ONLY:		
Check/Money Order (No credit card	ds accepted.)	
Date Submitted to Registrar	Initials Date Picked-up or Mail	ed to Graduate Initials