

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 _____ **City/State** _____ **ZIP** _____

Cell/Home Phone Number That May Be Used to Contact You: _____

PRINT YOUR NAME EXACTLY AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA:

Diploma Name _____

DATE OF GRADUATION:

Check One: JANUARY Year _____ MAY Year _____ AUGUST Year _____ DECEMBER Year _____

TYPE OF DEGREE OR CERTIFICATE AWARDED:

Check Undergraduate Degree: CERTIFICATE AA AAS BA BS BFA BSW
Check Graduate Degree: MS MBA ADV (Adv. Certificate) BA/MS (5-Yr Program) BS/MS (5-Yr Program)
Check Doctoral Degree: PHD DNP EDD

SELECT DELIVERY METHOD:

HOLD FOR IN-PERSON PICK-UP: (During published business hours of 9am – 5pm, call first, show proper ID.)

SEND BY US MAIL:

STUDENT'S SIGNED APPROVAL FOR A REPLACEMENT DIPLOMA (REQUIRED):

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 cards accepted.)

Date Submitted to Registrar _____ **Initials** _____ **Date Picked-up or Mailed to Graduate** _____ **Initials** _____